



✉ danysdharan@gmail.com

☎ **0567107885**

📍 Flat No:301, AL Memzer Bldg.,
Hor Al Anz, Dubai,
United Arab Emirates

SKILLS

Office/Store Management

Desktop Support

Customer Support

Staff Administration

LANGUAGES

Malayalam



English



Hindi



Tamil



INTERESTS

Listening Music

Riding bikes and Cars

Dany S Dharan

Administrator

To pursue a prodigious career in Office/IT Management in a challenging environment and to be a source of strength & dedication to whom I may work with.

WORK EXPERIENCE

System Administrator [Desktop Support]

MedWorks [Ansell Medical Transcription]

04/2017 – 10/2021

Job Profile

- File Allocation
- Downloading and Uploading files
- Troubleshooting and maintenance
- Clearing issues in applications
- Desktop service support
- Software application support
- Report to Manager

Trivandrum

Contact: Sreejith C J [Senior System Administrator – +919847795196]

Sales and System Support Engineer

Techno World IT Store [Dell Exclusive Store]

06/2015 – 04/2016

Job Profile

- Desktop service support
- Laptop maintenance and service
- Analysing system queries
- Troubleshooting and maintenance
- Clearing issues in applications
- Complaint registrations for warranty products
- Software application support
- Report to Manager

Trivandrum

Contact: Rajesh Panicker [Managing Director] – +919387817747

System Administrator

Super Value Supermarkets

05/2013 – 10/2014

Job Profile

- Posting Daily sales into the system
- Troubleshooting and maintenance
- Clearing issues in the **ERP** Application
- Updating stocks in warehouse and branches
- Creating stock list and reports to branch heads
- Updating prices for the products
- Entering new product details
- Finalising daily settlement in system updating

Sharjah UAE

Contact: Bimal Ramachandran [PRO] – 0567424699



Engineer Customer Support Extracare Systems

11/2011 – 12/2013

Trivandrum

Job Profile

- Collecting customer problems and clearing all the issues.
- Troubleshooting and maintenance
- Assembling computers, servers, printers, scanners, etc
- Supporting sales in large scale
- Marketing company profile with established firm and upcoming projects

Contact: Gopal [Managing Director] – 99387805805

EDUCATION

B. Tech Information Technology

MACET, Marthandam, Tamil Nadu

09/2006 – 04/2010

Tamil Nādu, India

Projects

- Image Fusion using segmentation Project
- Payroll Management

STRENGTHS

- Office Administration
- Desktop Support
- Customer Support.
- Sales support
- IT Support
- Store keeper
- ERP, CCNA, MCSE, CRM

➤ PERSONAL DETAILS:

Father's Name:	S. Sasidharan
Date of Birth:	17/06/1987
Sex:	Male
Marital Status:	Married
Driving License:	Indian License
Nationality:	Indian
Passport No:	V3051730

**I hereby declare that all the information
provided is true to the best of my knowledge.**

DANY S DHARAN