



SAIDUBIN HARIS

IT Support

PROFILE • ABOUT ME

As an IT technical support officer, I install and configure computer systems, diagnose hardware and software faults and solve technical and application problems, either over the phone or in person. I'll cover one or more areas of expertise, depending on the size of the organisation you work for.

EDUCATION

Electronics & Computer Maintenance , Bachelor of Science, Union Christian College Ernakulam, Kerala	Graduated April 2021
Biology - Mathematics, HSC (12th), Government Model Higher Secondary School Kothamangalam, Kerala	Completed March 2018

WORK EXPERIENCE

GLOBAL SOLUTIONS IT Support Ernakulam, Kerala	October 2020 - November 2021
<ul style="list-style-type: none">• In-depth knowledge of hardware and software.• Up-to-date knowledge of the latest IT and software trends.• Strong customer service ethos.• Ability to work well with people.• Strong communications skills.• Excellent organisational skills.	
WAYFARER FILMS Data Entry Ernakulam, Kerala	November 2021 - March 2022
<ul style="list-style-type: none">• Verify data & correct data whenever it is necessary.• Obtain further information for incomplete documents.• Update data & delete unnecessary files.• Combine & rearrange the data from source documents where required.• Check completed work for accuracy.• Comply with data integrity & security policies.• Print informations when required• Store completed datas in designated locations.• Maintain own office equiement and stationary supplies.	

- Karama, Dubai
- +971.588526761
- saidubinharis007@gmail.com

TRAINING & CERTIFICATIONS

- CCTV & Arduino Board Training
Union Christian College, 2019

SKILLS

- MS OFFICE
- HARDWARE REPAIR
- MS EXCEL
- C PROGRAMMING
- CREATIVITY
- COMMUNICATION SKILLS
- TIME MANAGEMENT

LANGUAGES

- English ●●●●●
- Hindi ●●●●●
- Malayalam ●●●●●
- Tamil ●●●●●

PERSONAL INFORMATION

- Birthday**
04/12/1999
- Gender**
Male
- Marital Status**
Single
- Father's Name**
Mr. SHAMEER PV

Nationality

Indian

Passport

V7177909, Expires 02/09/32

Address

Karama

Karama

Dubai

 **DECLARATION**

I, Saidubin Haris, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Saidubin Haris Karama, Dubai