



SALMAN FARIS N

OFFICE ADMIN

 0501045614

Dubai, UAE

 salmanfarislpt123@gmail.com

Skype Id : salmanfarislpt123@gmail.com

Work Experience

3 Years and 8 Months

Carrier Objective

Seeking a challenging career where my academic excellence will add value towards organization and personal growth.



Education

Bachelor of Engineering (Electronics & Communication) ,2017
RMK College of Engineering And Technology, Chennai

Graduated, **First Class**
Marks 73%

NEBOSH IGC-UK BASED , 2021

Higher Secondary, 2013
G.K Matric Higher Secondary School, K.M.Koil

Passed, **First Class**
Marks 86%

SSLC, 2011
Imam Gazzali Matric Higher Secondary School, Lalpet

Passed, **First Class**
Marks 76.8



Professional Work Experience

Admin Executive at Extra High Voltage Electromechanical LLC, Dubai
Nov-2020 – Till Date

- Book meetings and schedule events
- Order office stationery and supplies
- Maintain internal databases
- Submit expense reports
- Keep employee records (physical and digital)
- Maintain a filing system for data on customers and external partners
- Distribute incoming and outgoing mail
- Prepare regular reports and presentations
- Organize, store and print company documents as needed
- Answer and redirect phone calls
- Make travel arrangements
- Handle queries from managers and employees
- Update office policies and ensure compliance with them

**Office Admin at JUMA AL MAJID GROUP, Abu Dhabi, UAE
Sep 2019 – Nov 2020**

- Identifying hardware and software solutions.
- Troubleshooting technical issues.
- Diagnosing and repairing faults.
- Resolving network issues.
- Installing and configuring hardware and software.
- Speaking to customers to quickly get to the root of their problem.
- Providing timely and accurate customer feedback.
- Talking customers through a series of actions to resolve a problem.
- Following up with clients to ensure the problem is resolved.
- Replacing or repairing the necessary parts.
- Supporting the roll-out of new applications.
- Providing support in the form of procedural documentation.
- Managing multiple cases at one time.
- Testing and evaluating new technologies.
- Conducting electrical safety checks on equipment.

**IT Support at JBM AUTO SYSTEM PRIVATE LIMITED, Chennai,
India Jun 2017 – Nov-2018**

- Install and configure software and computer systems.
- Troubleshoot and resolve issues with software or hardware.
- Walk colleagues or clients through steps to help them resolve their technical problems.
- Maintain procedures and reports that provide technical support to the entire organization.
- Analyze records and logs to spot underlying trends and potential issues.
- Support the implementation of new solutions or applications.
- Establish accounts for new users and assist with password or login problems.
- Test, evaluate, and make decisions about new technology for the business.
- Participate in business-wide meetings to provide insight into technical requirements.



Technical Certification

- Completed CCNA (Cisco certified Network Administrator) certifications in cisco Academy in Chennai, India.
- Certificate on NSIC -Technical services center in Chennai

ACADEMIC PROJECT DETAILS

Project Title: An LDPC based STBC-OFDM MIMO system for wireless communication

Project Description: To ensure high Bit rate and Better Performance in Multiple Input Multiple Output System in Wireless Communication.



Computer Proficiency

- Ms Word
- Ms Excel
- Ms Power Point
- Windows xp, Vista, Windows-7,8,10



Languages

- Tamil (W,R,S)
- English (W,R,S)
- Malayalam (S)
- Hindi (S)



Personal Details

Father's Name : Mr. A. NAJEEMUDEEN
Marital Status : Un Married
Birthday : Sep 13, 1995
Nationality : Indian
Gender : Male
Passport No : P5383183
Visa Type : Employment Visa
Visa Expiry : 03-01-2023
Address : 18, Thaif Nagar, Lalpet, Tamil Nadu, India

Declaration

I hereby declare that the information furnished above is true and best of my knowledge and will form the basis of the contract of the employment.

Place:

Date:/..../2021

Signature

SALMAN FARIS N