

# MOHAMED IDRIS .M

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DUBAI, UAE



## Career Objective

To be associated with a progressive and innovative organization that gives scope to apply my knowledge and skills and to enhance and develop my technical skills and continually learn about the latest program and processes to fulfill my needs and aspirations along with the organization with loyalty and honesty.

## Profile Summary

- ✓ I am having 10 months of experience in CLEANCO WASTE TREATMENT as an IT Assistant in Abu Dhabi, UAE.
- ✓ I am having 4 years of experience in LULU Group International as a Data Entry in Jubail, Saudi Arabia.
- ✓ I am having 7 months of experience in HTC GLOBAL SERVICES as a Data Capture Specialist in Chennai, India.
- ✓ I am having 6 months of experience in AGS Tech as an IT Assistant in Thanjavur, India.

**CLEANCO WASTE TREATMENT,  
Abu Dhabi, UAE. (MNC)  
Experience**

### Designation: IT Assistant (March 2021 to Jan 2022)

- ✓ Avaya IP phone configuration.
- ✓ Doing format and install operating system.
- ✓ Create credential for PDA device user in fleet app.
- ✓ Installed and managed Access point and Fingerprint devices.
- ✓ Supporting all user IT related issues by call and remote.
- ✓ Monitoring playback recording status of the CCTV camera.

**Lulu Group International, Jubail,  
Saudi Arabia. (MNC)  
Experience**

### Designation: DATA ENTRY (Feb 2015 to Feb 201)

#### SAP ERP Front-End User:

- ✓ Working with the SAP ERP by using the transaction to customize the sale process.
- ✓ Administrative support for all data entry on daily basis with SAP.
- ✓ Store, retrieve, and manipulate data for analysis of sale.

## Professional Qualifications:

### Educational: -

B. Tech (Information Technology)  
Mohamed sathak A.J College of Engineering, Affiliated to Anna University (2013)

### TECHNICAL: -

- SAP Front End User
- CCNA
- MCSE
- MS Office

### Key Skills: -

- Good troubleshooting skills.
- Work independently with self-motivated.
- In depth networking knowledge.
- Confident, polite and patient.

### Strength: -

- Exposure toward latest technologies and techniques.
- Capacity to do job independently following safety rules and regulation.
- Easy adopt to change in work culture and environment.
- Good analytical and communication skills.

- ✓ Creating the inventory to maintain the stock required for sales.
- ✓ Training and implementation for SAP, BI, and Office 365 for data entry staff and End User level.
- ✓ Assisting store manager for stock maintenance and record keeping.
- ✓ Execute inventory control measures to ensure the company minimizes stock holding and maximizes stock system and paperwork accuracy
- ✓ Using BI (Business Intelligence) to monitored data load jobs and maintained process chains.

#### **Weighing Scale (Bi zebra):**

- ✓ Testing scales, equipment, and parts to identify any defects.
- ✓ Disassembled broken and defective equipment to facilitate repair.
- ✓ Reassemble equipment after completed repairs.
- ✓ Used hand tools to replace defective equipment parts.
- ✓ Configure the scale using the MX050 software.

**AGS Tech, Kumbakonam,  
Tamil Nadu.  
Experience**

#### **Designation: IT Assistant (June 2020 to Nov 2020)**

- ✓ Install and configure system software and application software.
- ✓ Supporting all user IT related issues by call and remote.
- ✓ Troubleshooting local and network printer.

**HTC Global Service, Chennai,  
Tamil Nadu. (MNC)  
Experience**

#### **Designation: Data Capture Specialist (Feb 2014 to Sep 2014)**

- ✓ Performed data capture and quality checking in E – Publishing.
- ✓ Adjusted setting for format, page layout, line spacing, and other style requirements.
- ✓ Checking content for accuracy.
- ✓ Ability to work independently.
- ✓ Can resolve problems related to correct data entry procedures.

#### **Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge.

#### **Languages Known: -**

- Tamil
- English
- Hindi
- Malayalam

#### **Personal Data: -**

D.O. B : 19<sup>th</sup> Aug 1990

Gender: Male

Nationality : Indian

Marital Status: Married

Passport No: K2724039

Visa Status: Visit Visa