



RASHID. M P

IT Administrator

Date of Birth : 08-06-1992

CONTACT

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ADDRESS

Mullappalli (H), Pazhamallor (PO)
Malappuram, Kerala, India Pin: 676506

LANGUAGES

	Read	Write	Speak
English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hindi	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Urdu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Arabic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Malayalam	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

PROFILE

Looking forward for an endeavor in a challenging and growth oriented position in a leading organization where my leadership skills, experience and professional training can be effectively utilised to become a part of the team that drives the organization towards their vision and excel my career.

WORK EXPERIENCE

- 2021 **Web Design & Digital Marketing**
Quadros Ventura
- 2019 **IT Technical Assistant & Marketing**
Dr. P.Alikutty's Kottakkal ayurveda and modern Hospital
- 2016 **IT Assistant administrator**
Bin Shihon Group co ltd- Saudi Arabia
- 2015 **E-learning Support**
Next Education India pvt ltd

EDUCATION

- 2015 **Diploma In CCNA MSCE**
CMS Info Systems Pvt Ltd
- 2014 **B.Sc. Computer Science**
University of Calicut
- 2011 **12th Science**
GOVT Boys Higher Secondary School, Malappuram
- 2009 **SSLC**
GOVT Boys Higher Secondary School, Malappuram

Area of Work

VB .NET, SQL Server, MYSQL Active directory, Windows Server, Windows (7,8,10), Network configuration, DHCP, IP, Firewall, Modem, Router, Cabling System/Printer Troubleshoot Graphic Designing, Web Designing

CAREER EXPERIENCE

7 Years Experience In Information Technology

Quadros Ventura (01-Mar-2021 - Working)

Web Designing
Social Media Marketings
Poster, Notice & Brochure making
System maintenance and system upgrade

Dr.P.Alikutty's Kottakkal Ayurveda and Modern Hospital (04-Jul-2019 To 27-Feb-2021)

Server, Pc, Laptop, Printer and modem configuration
Installation and training to Users in INSTA (hospital management system)
Implementation of new update in INSTA (HMS) and Training to Users
Preventive maintenance for Server, Pc, Printers and modem
Settings in INSTA (HMS) include Doctor Details, Room number, tariff, Lab Test, Services, Report, Etc.
Create report template to User
Punching machine, HR software, Accounts Software installation and maintenance
Network Cabling
System maintenance and system upgrade (Ram, windows)
Social media Management and Marketing (Facebook, Instagram, WhatsApp)
Bulk SMS(contact extract from INSTA)
Email Marketing
Sticker and Board works for Hospital

Bin Shihon Group Co Ltd(12-Oct-2016 To 15-Jan-2019)

Backup and restore data from Branches to Local computer
Daily base data checkup
Update and fix error in BMS(management software)in Branches and main office users
Financial year closing in branches
Printer, Pc, Laptop, Modem, installation and maintenance
User and group creation in Server 2016 and configure user pc to domain
Network cabling and set static IP
Remote assistance for branches
Crystal Report template creation
Web Design

Next Education India Pvt Ltd(02-Feb-2015 To 21-Mar-2016)

Server, pc and projector maintenance
Monthly preventive maintenance
Training to new user
Create and update the content

DECLARATION

I hereby declare that all the information furnished in the document is true to my knowledge and belief

RASHID. M P