



To provide myself with more challenging opportunity and to overcome them by a professional approach with my sincere effort, honesty, hard work efficiency and loyalty to give a helping hand for upgrading the reputation and fame of your organization and for the betterment of self.

BOBAN K MATHEW

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PERSONAL PROFILE

Date of Birth : 05/09/1990
Age : 32
Gender : Male
Father's Name : Mathaikutty
Mother's Name : Rachel
Marital status : Married
Religion : Christian
Nationality : Indian

C P R DETAILS

No: 900981075
Expiry Date: 29/11/2026

PASSPORT DETAILS

No: N0518082
Issue Date: 02/07/2015
Expiry Date: 01/07/2025

PROFESSIONAL AND ACADEMIC QUALIFICATION

- ❖ Currently Pursuing **M.Com** from Madurai Kamaraj University in 2021 (Distance Education).
- ❖ **B.Com** from Madurai Kamaraj University in 2015 – 2018 (Distance Education).
- ❖ Diploma in **Computer Hardware & Network Maintenance (DCHNM)** Government Polytechnic College Manakala (2013-2014).
- ❖ Diploma in **Data Entry** from Hynet Computer center (2011-2012)
- ❖ **Higher Secondary** from VHSE 2009.
- ❖ **SSLC** from Secondary School Education Board in 2006.

KEY SKILLS

- ❖ MS Office Application (MS- Word, Excel, Power Point).
- ❖ Photoshop (Brochure design, Flex design, Graphic design, Data entry, DTP etc).
- ❖ Audio & video editing using Edius.
- ❖ Operating System Support Skill XP, Windows 7, Windows 8 Windows 8.1, Windows10.
- ❖ PC Network Establishment, Network maintenance (LAN Configuration wired and wireless) & Working Knowledge of Internet.

HARDWARE SKILL

- ❖ Assembling and Maintenance troubleshooting PC.
- ❖ Troubleshooting Printer, Scanner.
- ❖ OS & Network Troubleshooting.
- ❖ Installing and maintaining CCTV.

NETWORK SKILL

- ❖ Networking Fundamentals.
- ❖ Managing and Administrating all user domain and accounts.
- ❖ Designing IP addressing scheme using subnet. Configuring Routers & Switches, Switch Configuration.
- ❖ DHCP server, DNS Server, File server.

WORK EXPERIENCE

Worked as a Data Entry Operator at ANSAR GALLERY, TUBLI, BAHRAIN, 2021 December to 2022 December (Supermarket Section).

- ❖ Preparing purchase Invoices and Preparing Purchase return paper.
- ❖ Preparing local purchase order.
- ❖ Price Changing- Changing price of the products during festival season and offer sale time.
- ❖ Preparing Price Changing Request and Cost Update.
- ❖ Preparing Credit note and Adjustments.
- ❖ Preparing Transfer order and Transfer request.

Worked as a Data Entry Operator at Sub Health Centre, Chindakki, Agali Palakkad (2020 December to 2021 October)

- ❖ Covid test patient information uploading through the website.
- ❖ Covid vaccination patient information uploading through the website.
- ❖ Performs regular backups to ensure data preservation.
- ❖ Transfers information from paper formats into computer files using keyboards, data recorders or optical scanners.
- ❖ Prepare Daily report and Monthly report.

Worked as a IT Support at Holy Cross Hospital, Adoor (2015 September to 2020 November).

- ❖ Installed and maintained Hospital's computer systems and network.
- ❖ Assisted office staff with computer applications questions.
- ❖ Recommended computer products and applications to improve productivity
- ❖ Performed upgrades and installed upgrades.
- ❖ Provided technical assistance to customers on inbound telephone tech support calls.
- ❖ Solving the regular upcoming Hardware issues.
- ❖ Configuration of the Computers with the internet and Evaluating the network issues.
- ❖ Solving the technical issues reported by the employees.
- ❖ Installing and maintaining CCTV and associated mounting systems, Analytical, problem solving, and troubleshooting ability and experience to include general knowledge of electric systems & CCTV components.
- ❖ LAN Cabling & Troubleshooting Printer, Scanner.

- ❖ Working on HIMS-Hospital Information Management System for Patient Registration, Admission, Discharge, Transfer, Appointment Scheduling, Billing, Purchase invoice uploading through the application, MIS Reporting, Brochure design, Poster design, Advertisement design, Flex design, Graphic design, Data entry, DTP, Paperworks etc.

Worked as a **Hardware & Network Trainee** at Comsol Computers Pvt Ltd, Adoor (January 2015 to August 2015)

- ❖ Assembling and disassembling the Computer.
- ❖ Configuration of the Computers with the internet.
- ❖ Solving the regular upcoming Hardware issues.
- ❖ Evaluating the network issues.
- ❖ Troubleshooting Printer, Scanner.
- ❖ Printer Toner Refilling.
- ❖ Solving the technical issues of the customers.
- ❖ Routing & Configuring Network & LAN cables.
- ❖ Installing and maintaining CCTV and associated mounting systems, Analytical problem solving, and troubleshooting ability and experience to include general knowledge of electric systems and CCTV components.

LANGUAGES

English, Hindi, Malayalam (read/write/speak)

EXTRA CURRICULAR ACTIVITIES

- Participated in various cultural activities in my college.
- Organized blood donation camp in our college.

DECLARATION

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

Place: Adoor

BOBAN K MATHEW