SACHIN P JOHN
OFFICE ASSISTANT/ IT SUPPORT

CONTACT ME

Name: Sachin P John

Address: Vaniyeri(Ho)Annassery po,

Calicut, Kerala, Pin 673317

Email: Sachinpjohn89@gmail.com

Phone: +91 9562284957

Date of Birth: 13/07/1993

Nationality: Indian

Passport No: P0411287

SKILLS

Technical installation, deployments,

troubleshooting, and automation

HTML and JSP programming languages

Database management with MySQL, SQL,

and Firebird

Operating systems including Windows XP,

Vista, 7, 8, 10, Windows Server 2003, 2008,

2012, and 2016, Linux Server, CentOS,

Red Hat, and Mac

Software packages such as Microsoft Office,

Open Office, Adobe Photoshop, NetBeans,

Adobe Dreamweaver, and YAMP

Video editing software and techniques

CCTV configuration and management

Patient calling system management

EDUCATION

Diploma in Computer Engineering, NTTF,
Bangalore, 2010-2014

Plus Two, GVHSS Atholi, Kerala,
2009-2011

SSLC, GVHSS Atholi, Kerala, 2009

PROFILE

Highly motivated and detail-oriented Office Assistant with extensive experience in the IT field. Skilled in technical installation, troubleshooting, and automation, as well as video editing and CCTV configuration. Proven track record of providing exceptional IT support to a diverse range of users in academic and healthcare settings. Possess strong communication and organizational skills, with the ability to work independently or as part of a team. Excels in fast-paced environments and able to multitask effectively to meet deadlines. Looking for a challenging role in the IT field where I can leverage my technical skills and experience to contribute to the success of the organization.

OBJECTIVE

To obtain a challenging position as an Office Assistant in the IT field where I can leverage my technical skills, experience as a System Administrator, and knowledge in video editing and CCTV configuration to contribute to the organization's success while continuing to learn and grow in my career.

EXPERIENCE

Office Assistant & IT Support (July 2018 - Present)
Malabar Christian College, Calicut
All Admission Process of PG & UG
Examination Registration & APC Uploading to University for PG and UG
University examination fee collection and remittance to University
Up loading Internal Marks of PG & UG at University,Condonation of PG & UG
Issue of TC, Conduct & Course certificates to PG & UG students
Provide front desk support and assist faculty and students with various IT-related inquiriesAssist in the installation, configuration, and maintenance of computers, software, and peripherals
Troubleshoot technical issues and provide timely solutions
Manage and maintain inventory of IT equipment and supplies
Perform regular backups and ensure data security
Assist with video editing tasks as needed
Manage and configure the CCTV system and the hospital's patient calling system

System Administrator (IT In-Charge) (August 2016 - January 2018)
Modern Hospital, Kodungallur, Thrissur, Kerala
Oversaw the installation, configuration, and maintenance of computer hardware and software
Managed user accounts and access rights to ensure data security
Provided technical support to hospital staff and patients
Conducted regular backups and implemented disaster recovery plans
Managed and configured the hospital's patient calling system and CCTV system
Maintained inventory of IT equipment and supplies

System Administrator (July 2014 - April 2016)
Christ University, Bangalore, Karnataka
Managed and maintained the university's IT infrastructure
Oversaw the installation, configuration, and maintenance of computer systems, software, and peripherals
Provided technical support to staff and students
Conducted regular backups and implemented disaster recovery plans
Managed inventory of IT equipment and supplies

Dear Hiring Manager,

I am excited to apply for the Office Assistant role in the IT field at your company. With a diploma in computer engineering from NTTF Bangalore and experience working as an IT support professional, I believe I have the technical expertise and problem-solving skills necessary to excel in this position.

In my previous role as an Office Assistant & IT Support at Malabar Christian College, I gained hands-on experience in troubleshooting technical issues related to hardware, software, and network systems. I am proficient in programming languages such as HTML and JSP, and I have experience in developing and maintaining websites. I am also experienced in managing databases using MySQL, SQL, and Firebird, and I am familiar with various operating systems, including Windows and Linux.

In addition to my technical skills, I am a quick learner and able to adapt to new technologies and systems. I am a team player and able to communicate effectively with people from diverse backgrounds. I take pride in providing excellent customer service and I always strive to go above and beyond to meet the needs of my clients.

I am excited about the opportunity to bring my technical expertise and positive attitude to your team. Thank you for considering my application. I look forward to hearing from you soon.

Sincerely,
Sachin P John