BINSHAD SHAJI

Accounting & Network Administration Professional

Contact Info

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✉ **shajibinshadshaji@gmail.com**

📍 **Alappuzha, Kerala, India**

Key Skills

- **Network Design & Troubleshooting**
- **Routing & Switching (OSPF, BGP, VLAN, STP, VRRP)**
- **Firewall Configuration (Fortinet, Sophos)**
- **SD-WAN (Silver Peak)**
- **Network Security & Incident Management**
- **AWS Cloud Services (IAM, EC2, S3)**
- **Infrastructure Monitoring (Zabbix)**
- **Backup & Disaster Recovery**
- **TCP/IP, MPLS, DNS, DHCP**
- **VPN Configuration (Site-to-Site, Remote Access)**
- **Endpoint Security (Kaspersky EDR)**
- **Hardware Maintenance & Support**
- **Billing & Invoicing Software (Tally ERP)**
- **Financial Reporting & Reconciliation**
- **Inventory Control & Stock Audit**
- **Customer Service & Query Resolution**
- **Arabic Typing, Reading & Writing**
- **Compliance & Policy Enforcement**

Professional Summary

Detail-oriented Accounting and IT professional with 3+ years of experience in billing, invoicing, cash handling, and network administration. Skilled in Tally ERP, financial reconciliation, inventory audits, and customer service. Proficient in configuring Cisco devices, managing firewalls (Fortinet, Sophos), SD-WAN (Silver Peak), VPNs, and AWS cloud services. Adept at network monitoring (Zabbix), endpoint security (Kaspersky EDR), and troubleshooting. Strong understanding of TCP/IP, OSPF, BGP, and Arabic communication (typing, reading, writing). Proven ability to support operations with accuracy, compliance, and security.

Work Experience

Accountant / Cashier (Billing)

Greenline Enterprises – Alappuzha, India, *2024 – 2025*

- Processed daily billing and cash transactions with 100% accuracy, ensuring compliance with company accounting policies.
- Generated sales invoices and managed financial documentation using Tally ERP and MS Excel.
- Reconciled sales data and ledger entries to support monthly closing and audit preparation.
- Monitored petty cash flow and maintained up-to-date cash registers and records.
- Coordinated with vendors to manage payments, resolve discrepancies, and streamline procurement invoicing.
- Conducted inventory verification and supported stock audits to maintain accurate stock levels.
- Prepared and submitted monthly revenue, expense, and sales reports for management review.
- Handled customer billing inquiries, resolved disputes, and ensured excellent service delivery.
- Ensured GST compliance and assisted with tax return filings and documentation.
- Maintained confidentiality and security of financial data and adhered to internal control procedures.

Education

- **Diploma in Network Engineering |** SMEC Automation, Kochi | 2022
- **Diploma in Hardware & Software |** STED | 2021
- **Higher Secondary |** National Institute of Open Schooling | 2021
- **SSLC |** Al-Farookhia H S, Cheranelloor | 2019

Certifications

- **CCNA –** Cisco Certified Network Associate
- **CCNP –** Cisco Certified Network Professional
- **AWS Cloud Administrator**
- **NSE 1 –** Network Security Associate

Languages

- **English**
- **Malayalam**
- **Hindi**
- **Arabic**

Personal Details

- **Nationality:** Indian
- **Date of Birth:** 24/06/2001
- **Passport No:** Y3995755
- **Date of Issue:** 12/08/2024
- **Date of Expiry:** 11/08/2034

Junior Network Administrator
Xtreame Technical Solutions – Alappuzha, India
2022 – 2024

- Configured and maintained Cisco routers, switches, and Fortinet firewalls for over 650 client sites.
- Implemented and optimized VLANs, OSPF, BGP routing protocols, and SD-WAN (Silver Peak) for high availability.
- Managed secure VPN configurations (site-to-site and remote access) to enable secure remote connectivity.
- Conducted regular firewall policy reviews and enforced security compliance standards across networks.
- Deployed Zabbix for real-time network monitoring, improving response time and uptime by 35%.
- Troubleshot L1/L2 network issues, reducing ticket backlog by 40% through efficient resolution.
- Led enterprise-wide antivirus upgrades using Kaspersky EDR, enhancing endpoint security posture.
- Supported AWS cloud infrastructure (EC2, S3, IAM) and ensured data security and availability.
- Documented network configurations, change logs, and provided technical support to field engineers.
- Redesigned outdated network topologies to improve scalability, reduce latency, and enhance security.

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I take full responsibility for the accuracy of the particulars mentioned and am committed to upholding professionalism, integrity, and continuous growth in my field.

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