NABEEL N
IT ADMIN/ OFFICE ADMINISTRATOR

CONTACT

Phone
+971547426828

Email
nabeelnoushadshafi@gmail.com

Address
Al qouz mall, Alqouz industrial 4
Dubai, Uae

SKILLS

- Information
- Technology Customer
- Service End-User
- Support Software & Hardware Installation
- Technical Support
- Cloud administration and applications
- MS Office

CERTIFICATIONS

- Microsoft Certified Solutions Associate (H343-9227)
- Microsoft Certified Solutions Expert (H343-9411)

PERSONAL INFO

- Date of birth - 19/02/1999
- Gender - Male
- Marital status - Single
- Nationality - India
- Languages - English, Hindi, Malayalam
- Passport info - U5098414, Valid upto 2030

DRIVING LICENSE

United Arab Emirates
License no: 4498283
Expiry date: 31/05/2025

Experience

AUG 2021-SEP 2023
Al madina group | Dubai, UAE
IT ADMIN CUM OFFICE ADMINISTRATOR

Monitoring and maintaining networks and servers.
Upgrading, installing and configuring new hardware and software to meet company objectives.
Implementing security protocols and procedures to prevent potential threats.
Creating user accounts and performing access control.
Performing diagnostic tests and debugging procedures to optimize computer systems,Documenting processes, as well as backing up and archiving data.
Developing data retrieval and recovery procedures.
Designing and implementing efficient end-user feedback and error reporting systems.

JUL 2020-MAY 2021
Fariz network & IT solution | Kerala, India
SYSTEM ADMINISTRATOR

Managing Windows, Linux, or Mac systems
Upgrading, installing, and configuring application software and computer hardware Troubleshooting and providing technical support to employees
Creating and managing system permissions and user accounts
Performing regular security tests and security monitoring
Maintaining networks and network file systems

APR 2020-JUL 2020
Rajakumari Group | Kerala, India
AUDITOR

Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation.
Communicates audit findings by preparing a final report and discussing findings with auditees.

Education

Completed in 2020
CHMM college for advanced studies | KERALA
BACHELOR OF COMPUTER APPLICATION

Completed in 2016
Vivekananda hss & vhss | KERALA
BOARD OF HIGHER SECONDARY EXAMINATION

Completed in 2014
Govt hss | KERALA
S S L C

Refences

All references will be provided on request.