

MOHAMMED RAFEEL.M

12.6.2, Bismi Nagar Street, Poolankudiyiruppu, Sencottai, Tenkasi
627813.

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Objective: Looking for a good position in a well-established company to deliver my dedication and obligation to satisfy organizational goals, wish to be one of the members for company's development and to enhance my position in both obtaining knowledge and status.

Academic Profile:

SSLC:

Institute : Sri Ram Matric Hr Sec School, Vallam.
Year of Completion : 2009.
Percentage : 65%

HSC:

Institute : S.M.S.S. Govt BOYS.Hr.Sec.School, sencottai.
Year of Completion : 2011.
Percentage : 60%

BE (Electronics & Communication Engineering) :

Institute : J.P College of Engineering & Technology, ayikudy, Tenkasi.
Year of Completion : 2015.
Percentage : 65%.

Technical Skills:

- File management.
- Server management /mail server set-up and management.
- Component procurement and vendor handling.
- Comprehensive skills in MS Office.
- Proficient Knowledge in analyzing the PCB boards.
- System hardware / software installation.
- Managing admin roles and responsibilities.

EXPERIENCE SUMMARY:

- RSI , Chennai - System Admin Assistant /Service Engineer
(6 months) May 2015 to Oct 2015
- SQ INDIA , Chennai - Service Engineer
(3 Years) 2015 to 2018
- Chipprime Semiconductor Pvt Ltd, Bangalore
Feb 2023 to Present

Designation: System Admin Assistant / Service Engineer

System Admin Assistant

- Entering company's data (accounting and information) for documentation in company's ERP solution
- Excellent knowledge in MS-WORD, MS –EXCEL, MS-Power Point for Data Entry
- Excellent knowledge in Documentation printing and Scanning

Service Engineer

- Also doing the project of HAWIE datacard & THOSIBA laptops. Diagnose the defective phones and identify root cause of the problem.
- Ensure the components such as Sim cards, data cards and memory cards suit the model .
- Repair the damages caused to the phone due to contact with water, heat and light.
- Remove the screen of the cell phone and replace with a new one.

Roles and Responsibilities:

- Observe regular work shifts for optimum productivity.
- Discuss with client and document problems encountered with cellphone unit
- Provide free troubleshooting and repair estimates for client approval.
- Open, disassemble, repair, replace parts, and reassemble units when done.
- Test repaired units and advice clients when they can retrieve their units.

Designation : Service Engineer

Roles and Responsibilities:

- Inspecting, installing and testing the machinery.
- Setup and operate machine tools.
- Deal with all hardware problems in computer and printers.
- Perform my roles, responsibilities and duty as service engineer.
- Test and check performance of hardware and software.

Designation : ITSG

Roles and Responsibilities:

- Server Maintenance and Installation
- Components Procurement
- Software Installation
- Mail Server Handling

Personality Profile:

Date of Birth	: 03 Feb 1994
Gender / Marital Status	: Male / Single
Father Name	: MOHAMMED SALEEM.H
Nationality	: Indian
Languages known	: English, Tamil, Arabic.
Permanent Address	: 12.6.2, Bismi Nagar Street, Poolankudiyiruppu, Sencottai, Tenkasi- 627813, India

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Date: 09/02/2024

Place: Bangalore

Yours Sincerely

(MOHAMMED RAFAEEK.M)