

Sreekuttan M K

IT Support Specialist

INTRODUCTION

Energetic, hardworking cashier valued for fast, friendly service and accuracy in handling customer transactions. Address customer's needs while quickly moving them through the check-out process. Passionate about serving others and eager to take on new responsibilities and leadership roles.

EXPERIENCE

Sivagiri Mutt, Varkala— *IT Administrator*

June 2019 - January 2023

- Install and configure software and hardware
- Manage network servers and technology tools
- Set up accounts and workstations
- Monitor performance and maintain systems according to requirements
- Troubleshoot issues and outages
- Ensure security through access controls, backups and firewalls
- Upgrade systems with new releases and models
- Develop expertise to train staff on new technologies
- Build an internal wiki with technical documentation, manuals and IT policies
- Website Management
- Social Media Management

Tejus IT Solutions, Kottayam— *IT Administrator*

April 2018 - May 2019

- Install and maintain desktop computer hardware; including computers, monitors, printers, modems, internal cards, and other computer equipment.
- Technical Support for Different Operating Systems, Softwares & Hardware
- Website Management
- Social Media Management

EDUCATION



Mobile : +971581146390
Whatsapp : +91 9961275629
Email : sreekuttanmk95@gmail.com

Address :
22 street
Al wuheida
Dubai

SKILLS

- ❖ Communication skills
- ❖ Information processing ability
- ❖ Numeracy skills
- ❖ Accuracy and attention to detail
- ❖ Problem-solving skills
- ❖ Strong customer service skills
- ❖ Ability to work independently
- ❖ Integrity and honesty
- ❖ Reliability

LANGUAGES

English, Hindi, Tamil, Malayalam

SOFTWARE SKILLS

- ❖ MS Office
- ❖ Google Sheets
- ❖ Point-of-sale systems
- ❖ SQL Server Management Studio
- ❖ Email
- ❖ Social media
- ❖ Adobe Photoshop
- ❖ Windows Linux and Mac

PVS GHSS, Pampady— *Higher Secondary Education*

June 2011- March 2013

Gisat, Puthupally— *Computer Science*

July 2013 - June 2017

PERSONAL ATTRIBUTES

- Highly passionate about providing the highest level of service to guests
- I am an excellent communicator, with a friendly personality
- I am very happy interacting with and helping guests
- Self-confident and motivated to take up challenging assignments
- Capable team player to work with people at all levels with strong interpersonal and communication skills

PASSPORT DETAILS

- ❖ Valid Indian Passport
- ❖ Passport No: N1144927
- ❖ Date of expiry: 16/07/2025

On visit Visa

Single 60 Days

Valid Until 06/04/2023

Immediate Joining.

PERSONAL DETAILS

- ❖ Nationality: Indian
- ❖ Marital Status: Single
- ❖ Date of Birth: 07/05/1995

PROFESSIONAL REFERENCES

- ❖ **Swami Saradananda**

Sivagiri Mutt

+919388849993

- ❖ **Mr. Manoj T M**

Tejus IT Solutions

+919605252637

DECLARATION

I hereby declare the above given information is correct & complete to the best of my knowledge & belief

Sreekuttan M K

12/02/2023