



SUNI NADUVATH

DESKTOP SUPPORT ENGINEER

CONTACT

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LANGUAGES

English: — — — — —

Hindi: — — — — —

Malayalam: — — — — —

EDUCATION

B.com
University of Calicut
Plus two
University of Calicut
SSLC
GVHSS PAYYANAKKAL

SKILLS

- Hardware Troubleshooting
- Networking
- Coordination
- PC maintenance
- LAN
- Accounting
- Word
- Excel
- MS office
- Windows Operating systems
- IT security management
- Customer Service
- Problem solving
- Communication

PROFILE SUMMARY

Highly skilled and detail-oriented technical engineer with 5 years of experience in overseeing and managing technical operations within diverse industries. Proficient in coordinating teams, implementing processes, and ensuring seamless execution of technical projects.

PROFESSIONAL EXPERIENCE

Desktop Support Engineer

BLUE DART EXPRESS Ltd (Ind Innovation) | CALICUT | 2023 – Present

- Install and maintain Hardware and software
- Hardware & Network troubleshooting
- User Account & security Management
- Provides technical support to users

Technical Coordinator

Petra Infoserv (HP Service centre) | CALICUT | 2020 – 2023

- Install and configure PCs, laptops, and printers
- Responsible for maintaining the IT maintenance and upgrade schedule.
- Identified and solved technical issues with a variety of diagnostic tools
- Help Desk Support

Technical Support Engineer

Kerala Vision / FC | CALICUT | 2018 – 2020

- Installation
- Hardware & Network troubleshooting
- Administer user accounts and permissions, ensuring data security and access control

ACCOUNTS ASSISTANT

FC Vision | CALICUT | 2016 – 2017

- Bookkeeping
- Financial Reporting
- Accounts Payable/Receivable

IT EDUCATION

Professional Diploma in Hardware & Networking – 2017

- Planning and Implementing System Administration & Network Setup
- Managing Enterprise Network & Wide Area Network
- System Administration & Network Setup (Lab)
- Implementation of Enterprise Network & Wide Area Network (Lab)

Professional Diploma in Computerized Financial Accounting (CFA) – 2017

- Fundamentals of Computer & Operating System
- Office Suite
- Accounting (Tally & Peach tree)