



Tharik Ali

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Objective

Seeking a challenging position in a reputed company where I can learn New Skills, expand my knowledge and leverage my leanings. Dedicated and experienced Admin cum IT Tech professional with proven success managing small size commercial organization. Seeking an opportunity to use my knowledge.

Skills

- Power BI
- HTML
- My SQL
- MS Office (Excel,PPT,Outlook,Access)
- MS Visual Basic
- Customer Support, Problem Solving, Administration

Experience

- **Arrahman Construction** Sep 2022 - Aug 2024
System Admin
 - Maintains computer systems, troubleshooting errors.
 - Installing up-to-date softwares. Performing regular upgrades to keep system up-to-date
 - Managing security options and softwares to ensure privacy and protections.
 - Running diagnostic tests to identify issues.
 - Maintaining and repairing technological equipment and peripheral devices.
 - Project scheduling: Create project schedules and communicate updates to clients
 - Documentation: Maintain accurate work logs, job information sheets, and project team rosters
- **Tech Mahindra Pvt Ltd** Feb 2022 - July 2022
Customer Support Associate
 - To address customer issues and resolve them in a timely and efficient manner
 - Giving the proper and Transparent information
 - Identify customer concern and fulfil it to achieve Customer's Satisfaction
 - Support customers to the variety of channels like chat, email or over call.
 - Keeping records of customer's interaction and solution given in documents
- **Arif Lungies** May 2014 - Jan 2022
Admin Cums Accountant
 - Ensure Bank Payments
 - Supervision Spends and budgets
 - Audit and Analyse Financial Performance
 - Maintains stock In and Stock out
 - Keeping track of Inventory
 - Elevate complaints to the allocated dept.
 - Produce error free accounting reports and produce their results
- **Chola Enterprises** Jan 2013 - Feb 2014
Admin
 - Monitoring Spends and Financial Statements
 - Keep Accounts Book and up to date to the system
 - Maintain Stock details
 - Collecting cheques and deposit it to the bank
 - Analyse performance
 - Create docs and report it to the Manager every week.

Education

- **Tamil Nadu Open University** 2017
Master of Computer Application
73
- **EGS Pillay Arts and Science College** 2013
Bachelor of Computer Application
80

Technical Qualification

- Type Writing
 - English
 - Grade A+

Projects

- **Systematic Manner for Health Care Unit**
 - It's an app made from MS Visual Basic and back end with MySQL.
 - It is a Hospital Management software

Languages

- Tamil
- English

Additional Informations

- Date Of Birth : 17/03/1992
Gender : Male
Marital Status: Married
Nationality : Indian

Decleration

- - I hereby declare that all the details mentioned above are in accordance with the truth and facts as per my knowledge.

I completely hold the responsibility for the correctness of the above mentioned details.
I am willing to submit all my original documents if it need for verification.