

SONAL ANDREWS

OFFICE ADMIN



GET IN CONTACT

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📍 **KM Traders,near Lulu
Al Rashideya 3 Ajman,UAE**

PASSPORT NUMBER : U7322177

DATE OF EXPIRY : 12-11-2030

Nationality : INDIAN

STRENGTHS

Helpdesk
Troubleshooting
MS Office
Security Support
Office Administration

EDUCATION BACKGROUND

DIPLOMA IN COMPUTER ENGINEERING (2017-2020)

SREE RAMA GOVT. POLYTECHNIC COLLEGE
TRIPRAYAR,THRISSUR, KERALA ,INDIA

HIGHER SECONDARY EDUCATION (2015-2017)

GOVT.HIGHER SECONDARY SCHOOL,KONGORPILLY
ERNAKULAM, KERALA,INDIA

HIGH SCHOOL EDUCATION (2015)

HOLY INFANTS BOYS HIGH SCHOOL, ERNAKULAM,
KERALA, INDIA

ADDITIONAL COURSE & INTERNSHIP

NETWORKING COURSE (28-01-2021 - 02-11-2021)

COURSE : EXPERT LEVEL NETWORKING
(8 MONTHS) N+ & A+ ,BASICS IN CCNA ,RHSE ,BASIC
AWS SYNNEFO SOLUTIONS ,ERNAKULAM ,KERALA
,INDIA
TWO WEEK INDUSTRIAL TRAINING ON NETWORKING AND
INTERNET TECHNOLOGIES IN REGIONAL TELECOM
TRAINING CENTRE KERLA INDIA

ABOUT ME

Enthusiastic and performance-driven with 1.5+ years of experience providing professional technical support to clients and maintaining hardware and software. Eager to contribute to team success through hard work ,mentor-ship, attention to detail and excellent organizational skills. Clear understanding of the organization goals. Motivated to learn, grow and excel in IT .Consistently saved costs while increasing profits.

WORK EXPERIENCE

SYSTEM ADMINISTRATOR

ALBERTIAN INSTITUTE OF SCIENCE & TECHNOLOGY ,KERALA
,INDIA 5 MONTHS (JULY 2023 - NOVEMBER 2023)

- Office support and Organization
- Created and updated spreadsheets and presentations for weekly, monthly and quarterly updates to upper management
- User account creation and Desktop configuration.
- Document controlling and preparation
- Remote support to end users,
- Upgrade systems with new releases and models
- Supported office staff by organizing company events, meetings, and scheduling.
- User account creation and Desktop configuration.
- Monitoring and Administration on the IT Infrastructure at the site like Laptop,Desktop,Printers,Scanners
- Adept at Excel, preparing and delivering reports, and budgeting

COMPUTER NETWORK ADMINISTRATOR

KMEA (Kerala Muslim Educational Association)
ENGINEERING COLLEGE,ERNAKULAM ,INDIA
1 YEAR (JUN 2022 - JUN 2023)

- coordinated with Level 1 Technical support specialist to take over calls out theirsupport departments
- OS Installation (server OS, Windows 7,8,10 and various Linux distributions)
- Remote support to end users
- Network troubleshooting such as handling firewalls,switches, and various ISP modems.
- Monitoring and Administration on the IT Infrastructure at the Site like Laptop, Desktop, printer, Scanners
- User account creation and Desktop configuration.
- Upgrade systems with new releases and models

IT SUPPORT ENGINEER TRAINEE

SYNNEFO
SOLUTIONS,ERNAKULAM,KERALA,INDIA
(NOVEMBER 2021 - FEBRUARY 2022)

- Handles hardware alerting and monitoring fault in NOC
- Coordinated with Level 1 Technical support specialist to take over calls out their support departments
- Network troubleshooting such as handling firewalls,switches, and various ISP modems.
- Troubleshot complex network and hardware issues, isolating the source of problems and implementing the most cost-effective solutions
- Performed regular backups and disaster recovery procedures to ensure data security and system integrity
- Remote support
- OS Installations
- Manage both Hardware and software issues.

PERSONAL INFORMATION

Nationality : INDIAN
Language Known : Malayalam,Hindi,english
Permanant address : Kalathiparambil House
Chirakkakom,Varapuzha,
Ernakulam,kerala,India
Date of Birth : 19-10-1999
Sex : Male
marital Status : Single

REFERENCE

DR.JESWIN ROY DCOUTH

HOD, AISAT ENGINEERING
COLLEGE,ERNAKULAM,KERALA, INDIA
PH : +91 98465 16116

MR.MUHAMMED ANAS

NETWORK AND SYSTEM ADMINISTRATOR
KMEA(Kerala Muslim Educational Association)
ENGINEERING COLLEGE,COCHIN, KERALA,INDIA
PH : +91 97476 45201

PERSONAL SKILLS

- Install and configure software and hardware
- Monitor performance and maintain systems according to requirements
- Upgrade systems with new releases and models
- managing user accounts, managing access to resource group
- policies
- Hardware and software troubleshooting
- knowledge of Vmware Virtualization
- Basics in Sophos firewall
- MS Office
- Monitoring and Administration on the IT Infrastructure at the Site
- like Laptop, Desktop,Printer, Scanners
- Linux commands and permissions
- Monitor performance and maintain systems
- Team mentor
- Experience with IT infrastructure, servers and other services including Windows servers, Azure, Office 365 & other networking devices.
- Daily Checking the replication, health, and backups of servers
- Backup management and Remote support to end Users