

CURRICULUM VITAE



**MANAF PUTHIYAVEETIL
MUSTHAFA**

Email
manaf.pm@gmail.com

Present Address

Doha Qatar

Mob : +974-33911400

Date of Birth
21 May-1986

Sex
Male

Marital Status
Married

Nationality
Indian

Objective

Seeking a position using my extensive knowledge and successful experience in Hardware and Networking tenures which will offer me opportunities for personal contribution and professional growth.

Educational Qualification

- Higher Secondary Education in Humanities
Board of Higher Secondary Education Kerala (2004)
- Secondary School Leaving Certificate.
Government of Kerala.

Areas of Interest

- IT Support
- Office Assistant
- Customer Service
- Operation Sector

Professional Qualification

Technical qualification

- Computer Hardware And Networking
Cellcom Training centre (2005)
- Diploma in Computerized Accounting
Kerala, India (2005).

Operating systems: Windows 10 & 7; Windows XP

Applications: M S Word, Excel, Tally & Peach Tree

Professional skills

- Excellent experience in hardware diagnostics & repair
- Ability to achieve high customer satisfaction
- Ability to work under pressure and independent.
- Dealing with people is my strength.
- Ability to achieve high customer satisfaction

Other skills

- Co-operative, Punctual, Friendly & Leadership quality

Work experience

◆ *Emirates gateway security services (from June 2014 to Dec 2020)*

- Trouble shooting and maintenance of Computers and Local Area Networks.
- Installation and configuration of Computers and printers by network.
- Installing and Cabling Local Area Networks.
- Data Cable Pulling and Termination Patch panel side and faceplate Module side and manage with Rack server Cabinet.
- Fiber cable splicing.
- Involves installing fiber optic cables through conduits, ducts, or aerial installations.
- Involves joining two or more fiber optic cables together.
- -Can be done mechanically (using connectors) or fusion-spliced (using heat to melt the fibers together)
- Requires precision and attention to detail to ensure minimal signal loss and optimal network performance.

<p><u>Father's Name</u> MUSTHAFA</p> <p><u>Mother's Name</u> SEENATH</p> <p><u>Passport NO</u> Y9567062</p> <p><u>Driving License</u> <u>Qatar & India</u></p> <p>Visa status Transferable Visa</p> <p><u>Linguistic Proficiency</u> English, Arabic, Hindi, Tamil & Malayalam</p>	<p>Other Work experience</p> <p>♦ <i>United Computers, Doha-Qatar (From 2009 to 2011) Hardware and System Technician.</i></p> <ul style="list-style-type: none"> ➤ Troubleshooting and Maintenance of PCs and Laptops, ➤ Installation and configuration of Software & Hardware. ➤ Assembling new Desktop PCs as per the Local purchase order. ➤ Clarification of customer doubts and replying to the enquiries about the products ➤ Attending calls from customers and processing requests. <p>♦ <i>United Real Estate & Services Doha-Qatar (From 2012 to 2014) Office Administrator.</i></p> <ul style="list-style-type: none"> ➤ Administating and Petty cash handling. ➤ Bank Reconciliation & File keeping. ➤ Preparation of daily reports. <p>♦ <i>NAS Enterprises, Kerala, India (from July 2022 to Oct 2023)</i></p> <ul style="list-style-type: none"> ➤ Billing and Petty cash handling. ➤ Preparation of daily reports.
	<p>Job Profile</p> <ul style="list-style-type: none"> ➤ Information technology (IT) ➤ Handling petty cash... ➤ Administrative duties-including mail collection and distribution, Inventory monitoring and purchasing, photocopy and filling. ➤ Giving excellent customer service. ➤ Dealing with customer service in a professional way. ➤ Monitoring all administrative responsibilities. ➤ Reporting to the maintenance department for any technical problems. ➤ File management ➤ Representative ➤ Mail clearance
	<p>DECLARATION</p> <p>I hereby assure you that all the above-mentioned information is true and correct to the best of my knowledge and belief. If given a chance to serve under your control I am assuring that I shall discharge my duties to the fullest satisfaction to my superiors.</p>

MANAF MUSTHAFA