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A.P. Khader

Objectives

Looking for a best designation to show my ability and talent. My nature is really Hardworking and Sincere. I have experience in troubleshooting over telephone for the past 4 years particularly in Ms Word, Excel, Outlook Express and Windows 98.

Academic Profile

Main : B.Sc., Computer Science
College : The New College, Chennai (95 – 98)
University : Madras University, Chennai

Hardware Profile

- System (PC) Assembling
- Hardware Troubleshooting
- Analyzing Hardware Problems
- Settings of LAN for Small Office

Technical Skills

Operating Systems : MS Dos
Windows 3.11, 9x, 2K, ME, XP, 2003
RDBMS : Foxpro
Typewriting : English (I Class)

Application Packages

MS Word & Excel – well versed
MS Money
MS FrontPage Express
Tally (all versions)
Page Maker, Photo Deluxe & PhotoShop

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IT Skills on Assembling & Networking

- Assembling New PC and Installation of all types of Operating Systems & necessary Applications
- Expert user of Windows and MS-Office
- Having experience in Installation of all type of Hardwares and drivers
- Building a small LAN using network devices
- Configuring networking in a small LAN
- Building networking cables
- Manipulating IP Addresses
- Taking backups for Server and safe guarding data over the Network and all client machines.
- Performing System Data's Backups and Recovery periodically
- Installing, Maintaining and Troubleshooting of local as well as Network Printers and Scanners through Printer port, SCSI adapters and USB ports.
- Troubleshoot network, technical PC software (windows) and hardware problems System Performance monitoring, tuning and virus protection.
- By using Virtual Networking, I can watch all their Works on sitting at One Place thro' my computer

Experience Summary

- Export Documentation – Pre & Post Shipment documents
- Correspondence with Overseas Buyers, Suppliers & Freight Forwarders
- Export Order & Agency Commission Follow-up
- Online Cargo & Drawback follow-up
- ECGC application, renewal & monthly declarations & Claims
- RBI Extension for Export Bill realization & other documents
- System Administration (H/w & S/w)
- Domain Administration; Reselling of Space; Booking Domain names
- Photo & Doc Scanning to prepare necessary Docs to Buyers
- Webpage Designing (HTML)

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Work Experience

Export In-Charge

- HASAN LEATHERS,
Periamet, Chennai 600003.
Tanners, Manufacturers & Exporters of Finished Leather
Working from 2nd March 1999 to Till Date (8 years)

Personal Information

Father's name : Mr. S.A. Peer Mohamed
Address : 3/11, Veerasamy 2nd Street,
Ayanavaram, Chennai 600 023.
Phone (Office) : +91-44-2559 3645
Phone (Resi) : +91-44-4318 0660
Mobile : +91- 98844 00456
E-mail : ap_khader@yahoo.com
Skype : apkhader
Age & Date of Birth : 28 Yrs, 05-11-1978
Marital Status : Married

Linguistic Proficiency

To Speak : English, Tamil & Urdu
To Read & Write : English, Tamil & Arabic

I hereby assure that the above details are correct and true.

A.P.Khader

Updated : 05.06.07

Place : Chennai, India