

# RESUME



**JOHN BIRMAS.S**

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## Personal Summary

Result-driven strategist with nearly 4 years' experience in sales management, operations and marketing and 12 years in System administration. I have a record of achievement and success and expertise in: Software installation and Hardware Maintenance for Desktop and Laptop. An individual who has learnt about computer from the ground up, and knows how to play a significant role in computer operations. Accountant in small company nearly 4 years.

## Areas of Expertise

Sales  
Operations and  
Account

System service

Software  
installation  
Network  
Microsoft  
Office

And Team  
Management

## Achievements & Carrier History

### Smart Line Technology (Bahrain) Jan-2022- Still

- Cable Pulling                      Batch code Termination
- Rack Termination                Cable Crimping
- Cable Testing                      Security System

### St. Joseph's (CBSE) School. (Tamil Nadu – India)

- Work as System service, software installation & Network checking.
- Updated the systems, replace computer spare parts.
- Windows XP, Windows Vista, Windows 7, Windows 8, Windows 10, Windows 11, and Server.
- Configure Modem, Access Point, and WIFI Router.
- Microsoft Offices 2003/2007/2010/2013/2016/2019.
- As a role Computer Teacher.

**April 2015 to December 2021 Computer Lab Admin**

- Part of a team that handled the School growing corporate With the Management.
- Responsible for answering any question for system fault and arranging to repair the system.

## **St. John's College of Arts & Science (Tamil Nadu - India)**

### **College Overview**

St. John's college of Arts & Science is a self-finance college. This college is running for Christian management for Christian priest's .They are helping the coastal area poor students for their upgrade the education.

- Work as System service, software installation & Network checking.
- Updated the systems, replace computer spare parts.
- Windows XP, Windows Vista, Windows 7, Windows 8, Windows 10, Windows 11, and Server.
- Configure Modem, Access Point, and WIFI Router.
- Microsoft Offices 2003/2007/2010/2013.

### **December 2012 to March 2015 / Computer Lab Admin**

- Familiar with system inspections skilled in computer lab and Office.
- Responsible for the successful Exam Schedule on time. Responsible for the successful computer service satisfaction.
- Analyse budgets and expenditures to the new computer purchase.
- Managing a college management team.

### **Computer Station (Al Muharraq- Bahrain)**

### **Company Overview**

Computer station is one of the best Computer service centre. This company has talented staffs. The company has also customer base service centre. Company has customer satisfaction is first. One of the best services centre in Bahrain.

#### **Technical Skills**

Microsoft Office  
Operating  
System, Access  
point, Modem,  
Hardware skills.

And also sales in desktop, laptop computer, printers, router, modem, access point and spare parts of the computer in small scale.

### **February 2009 to October 2012 / Sales & Service**

- Work as System service, software installation & Network checking.
- Updated the systems, replace computer spare parts.
- Windows XP, Windows Vista, Windows 7, Windows 8, Windows 10, Windows 11, and Server.
- Configure Modem, Access Point, and WIFI Router.
- Microsoft Offices 2003/2007/2010.
- Act as an Indoor Salesman and Accountant.

### **Education:-**

- Secondary (10th)- Board of Sec. Education, Tamil Nadu- India
- Higher Secondary (+2) Board of High. Sec. Education, Tamil Nadu- India
- Master of Arts (M.A) MS University, Tamil Nadu- India

### **Certified Courses:-**

- CISCO CERTIFIED NETWORK Associates (CCNA)
- Advanced Diploma in Hardware and Networking (ADHN)
- Diploma in Web Designing (DWD)
- Post Graduate Diploma in computer Programmer (PGDCP)
- Desktop Publishing (DTP)

### **Personal**

DOB: - 07/04/1978

Nationality: -Indian

Language: -  
English, Tamil,  
Malayalam.

Martial: -Married

### **TECHNICAL SKILLS:-**

**Manage all IT systems, including LAN, WAN, telephone and related systems.** Hardware/Peripherals: Cable/DSL Modems, Printers, Scanners, Copiers, Faxes, Modems, Tape Drives, Laptops, Routers, Switches, Hubs, Network Interface Cards, 802.11a/b/g/n (Wireless Routers, Access Points and Network Interface Cards).

### **ROLES AND RESPONSIBILITIES:-**

- Installation of Operating system like, Windows XP, Windows 7. Windows8, Windows 10, Windows 11.
- Managing user account & groups.
- Installation & Configuration of outlook.
- Installation of Printers, Network Printer, Scanner.
- Installation & Configuration Switch, Routers.
- Assembling & Disassembling PC.
- Network monitoring & troubleshooting issue.
- Windows Desktop support.
- Installing and configuring of all Printers and giving access to the user's Desktop/Laptop, Printers and Scanners IT devices etc.
- Troubleshooting Hardware and Networking Devices.
- Responsible for preparing all work report.
- Responsible for delivering and testing new connection.

### **STRENGTH:-**

- Self- Confidence
- Self- Learning
- Good Observation & Listening Skills

### **DECLARATION**

I do hereby declare that all the information's given above is true to the best of my knowledge and belief.

S.JOHN BIRMAS.