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NEAR ABU HAIL METRO STATION
EXIT-3

EDUCATION

DIPLOMA IN ELECTRONICS ENGINEERING

GOVT POLYTECHNIC COLLEGE
2019

PLUS TWO

SN VHSS KANJIKUZH
2016

SSLC

ST THOMAS HIGH SCHOOL
2014

SKILLS

- Technical Guidance
- Market Integrity
- Technical Support and Assistance
- Expert in excel (vlookup, xlookup, filter,rank etc..)
- Technical Documentation
- Troubleshooting Skills
- Expert in spreadsheet
- Team Support
- Office Support
- Configure Servers
- Technical Support

AMEER MN

ADMINISTRATIVE ASSISTANT

&

ELECTRONICS SERVICE ENGINEER

Proficient Assistant System Engineer with 1 years of experience using monitoring tools to troubleshoot performance systems and network alerts. Skilled at generating reports and performing physical equipment movement requests. Articulate communicator committed to exceeding service level goals.

WORK EXPERIENCE

SYSTEM SUPPORT ENGINEER

2022 - 2023

Reliance Jio

- Maintained computer systems, installed and upgraded new systems.
- Monitored, tracked and prioritized new work requests at Help Desk within set response times.
- Worked effectively in both independent and team environments to exceed IT goals.
- Worked with various departments on integrating new processes for software and manual usage.
- Performed troubleshooting and maintenance of existing network systems.
- Efficiently resolved myriad of technical issues concerning software installation and network connectivity.
- Monitored systems in operation and quickly troubleshoot errors.

DATA ENTRY & DOCUMENTATION

2022 - 2023

Reliance jio

- Completed data entry tasks with accuracy and efficiency.
- Maintained files, records and chronologies of entry activities.
- Scanned documents and saved in database to keep records of essential organizational information
- Corrected data entry errors to prevent duplication or data degradation.
- Scan documents and print files, when needed Keep information confidential
- Insert customer and account data by inputting text based and numerical information from source documents within time limits
- Created and maintained data entry logs to track data entry activities.

SALES REPRESENTATIVE

2022 - 2023

Reliance jio

- Sell telecommunications products and services to both individuals and companies.
- Prepare and administer sales contracts and maintain customer records.
- Identify and solicit potential clients
- Trained and mentored new sales representatives.
- Developed and maintained comprehensive understanding of products, services and competitors to enhance sales presentations.
- Developed and implemented sales strategies to increase profits.
- explains the plan and voucher details to customer

ELECTRONICS SERVICE ENGINEER

2019 - 2022

Impex pvt.ltd

- Evaluated systems to identify and locate system malfunctions.
- Tracked diagnostic results and collaborated with managers to resolve issues.
- Installed new wiring and connections to complete connections and bypass cable faults.
- Serviced and repaired pumps, starters, motors and other types of electrical equipment.
- Wired block diagrams and operate PCB automatic test equipment to conduct preventive maintenance.
- Skilled at working independently and collaboratively in a team environment.
- Worked effectively in fast-paced environments. Passionate about learning and committed to continual improvement.
- Proved successful working within tight deadlines and a fast-paced environment.

HANDS ON EXPERIENCE

- Expert in excel
- Knowledge in SAP
- Expert in spread sheet
- Expert in soldering
- Team Leading
- Diagnostic Procedures
- General Housekeeping
- Router configuration
- Alarm simulation and configuration
- Installation and commissioning of UBR Systems.
- Site Monitoring and Escalation to field team
- L1 Support to field team and closing the alarms with in SLA
- EnodeB and the card LMA3,L9CA card configuration
- Implementing LTE/5G features in RRC/PDCP/RLC/MAC layers