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OBJECTIVE

Seeking employment that allows me to grow professionally, while being able to utilize my skills for the betterment of the organization with the best use of my dedication, determination and resourcefulness

Education and Certification

Bachelor's Degree in Political Economy
Osmania University, India. 2012

Certificates: Website Design, MCITP and Networking

Work History and Professional Experience

Software and Technical Support, Feb 2008 to Feb 2009 at American Institute of Computer training

- Responsible for troubleshooting, repairing hardware and installing software

DESKTOP SUPPORT (Internship)

NetServe Systems, Inc. Irvine, CA. February 2013- April 2013

- Maintained consistent 100% customer satisfaction clients
Performed laptop and desktop tune ups with system tools with Disk Cleanup and Disk Defragmenter
- Provided the latest Service Packs, Anti-Virus Updates, and Wireless Configurations for desktop and laptop clients
- Installed Microsoft Office applications for Windows and Apple Computers
 - Repairs hardware related issues
 - Advised clients in the purchasing computers and related software
 - Performed backup and data transfer for clients

Skills

- Skilled at operating computerized cash registers, scanners, and other POS systems
- Knowledge and skill of Microsoft 98, XP, Word, Excel, and Power Point.
- Ability to email and perform web-site searches. Self-directed work skills and ability to work independently and within a team approach.

Strengths

Maintains professional relationship with fellow co- workers

Honest and trustworthy

Quick learner

Reference

Available upon request