

## Younus Ahmad Mir

Goal Masjid, Tral Payeen, Pulwama - 192123

Phone: +91-7051745645

E-mail: - [mailyunus@ymail.com](mailto:mailyunus@ymail.com)

Date : 18 Jun 2021



### Career Objective :

- Position in an organization, which would best utilize my experience, knowledge & Technical Skills.

### Experience :

Total Experience: 11 + Years

- **Al-Ayuni contracting and Investment Kingdom Saudi Arabia:** Jan 2012 – Dec 2020

**Job Profile:** Coordinator Projects

#### Responsibilities:

##### SUBCONTRACTORS:

1. Being responsible ERP (Enterprise Resource Planning Software – MS Dynamics Ax) user for creating all Purchase Requisition's, perform misc. requirements and updates in ERP.
2. Prepare documents for subcontract requests for horizontal constructions.
3. Follow-up subcontract issues like amendments in contract, renewal of contracts, IPC's & Payment issues.
4. Update subcontractors list to follow for their invoices & payments.
5. Prepare recommended amount to be released for subcontractors on priority bases to planning section weekly.

##### Horizontal Constructions:

1. Being a responsible ERP user has to create PR's for Pavement works, earthworks, Transportation of materials.
2. Collect & Prepare progress Reports on daily basis.
3. Monitor Asphalt plants, Crushers on daily basis. Check available bitumen stock, consumptions & new bitumen requirements. Submit this report to manager asphalt for supply of bitumen for asphalt plants.
4. Prepare and submission of weekly & monthly progress report to Planning Section.

##### EXTRAWORK INCENTIVES:

1. Prepare monthly extra work incentive in coordination with respective sections.
2. Follow with management people for approval of extra work.

##### MANPOWER:

1. Collect details for deploying new & back from vacation employees in coordination with Section Heads for horizontal construction works.
2. Keep up-to-date Manpower Data.
3. Create HR tickets on online HR system as per requirement for employee issues.

##### GENERAL TECHNICAL SUPPORT:

1. Under direct supervision of managers of horizontal construction, performs a variety of routine clerical & office support functions; performs other related duties as required.
2. Prepare letters, spreadsheets from straight copy, rough draft, or oral instructions; completes forms, requisitions and other documents.

- **Acer India Private Limited Srinagar, Jammu & Kashmir:**

Feb 2010 – Feb 2011

**Job Profile:** Desktop Support

**Responsibilities:** Annual maintenance of Acer Computer Machines for JK BANK in Kashmir Valley, Installation of PC Hardware & Software, OS Troubleshooting & Recovery, Part Replacement, Troubleshooting, Configuring Servers & Network Connections.

- **National Informatics Centre (NIC) Government of India, Pulwama:** Aug 2007 – Jan 2008

**Job Profile:** Contractual Database Administrator

**Responsibilities:** Updating Electoral Roll, Scanning & editing of Images, Conversion of database files to .PDF, taking backups & Restoring, Overall Database Management.

### Academic Qualification:

- Bachelor's Degree in Arts from University of Kashmir in 2009.
- Higher Secondary School from State Board of School Education Jammu & Kashmir in 2004.

### Professional Certification Qualification's:

Course/Training	Institute/Board	Compellation Date
Microsoft® Certified Systems Engineer (MCSE)*	Microsoft®	Feb 2010
Cisco Certified Network Associate (CCNA)**	Cisco Networking Academy Rangreth Srinagar	Nov 2009
Microsoft® Certified Systems Engineer (MCSE)	Tendril Institute of IT Ram Bagh Srinagar	Jun 2009
Microsoft® Certified Systems Administrator (MCSA)*	Microsoft®	Jan 2009
Microsoft® Certified Professional (MCP)*	Microsoft®	Jan 2009
Office Assistant Course	Bharatiya Vidya Bhavan Gogji Bagh Srinagar	Aug 2008
Networking (Wireless & Wired)	Tendril Institute of IT Ram Bagh Srinagar	Jul 2008
System Engineering (A+ Hardware)	Tendril Institute of IT Ram Bagh Srinagar	Jul 2008
I.T Enabled Services	Grameen LABS Pulwama	Jan 2006
Advanced Internet	National Informatics Center Tral	Oct 2005
Internet & Web Designing	Centre for Electronics Design & Technology of India New Delhi	Feb 2005
Diploma in Computer Applications	Hi-Tech Institute Of IT Tral	Nov 2004

\*Microsoft® Certification Transcripts:

<http://mcp.microsoft.com/MCP/tools/transcriptsharingQA.aspx>

Transcript No.: 829674      Access Code: YOUNUS45645      MCP ID#6679387

\*\*Cisco Learning Academy Site:

<https://www.netacad.com/> User Name: yunusahmadmir Password: on request

## **T e c h n i c a l   S k i l l s :**

- Microsoft Office, Microsoft Windows Server 2003/2008, Microsoft Windows XP & Windows 7.
- Ms. Outlook 2003, Ms. Exchange Server 2003.
- Installation of Local Area Network.
- Installation of Wireless Access Points like Netgear, Linksys etc.
- Managing Network Security.
- Managing Active Directory.
- Recovering Data by using (PC Inspector, Fine Recovery) software's.
- RIS (Remote Installation Services) over a network.
- Installation & Configuration of DHCP Server.
- Configuring Privileges & Group Policies to Users.
- Installation of Hardware & their Drivers.
- Installation of System Software's & Application Software's.
- Troubleshooting of both Hardware & Software.
- Monitoring Users over network.
- Remote Technical Support over Internet.
- Tweaking Windows through Registry & Group Policies.
- Managing Help Desk for Technical Issues.
- Data Analysis.
- Statistics of data.
- Driving