



Fardeen Saiyyed

Date of birth: 24/05/1991 | **Nationality:** Indian | **Phone number:** (+91) 9225294982 (Mobile) | **Email address:** fardinsaiyyed@hotmail.com

● WORK EXPERIENCE

27/09/2021 – CURRENT Mumbai, India

IT DESKTOP SUPPORT VIEWGOL LLC

Key Functions:

1. Providing Technical support to Colleagues.
2. Make System or Laptop Ready for New Employees and for those who face System / Laptop issues.
3. Help Employees to Setup system on Onboarding Day after induction.
4. Help Users to configure their respective client's login ids with MFA.
5. Co-Ordinate with User's with their issues and solve by self or fix by the senior team.
6. PBX Portal Administration
7. Create and manage Supervisor and Manager's Account in PBX Portal.
8. Manage Knowbe4 Portal for HIPPA Compliance Training.
9. Create & Manage Users in Knowbe4 portal for HIPPA Training
10. Audit Weekly Employees List between Active Directory & HR Application.
11. Consult with System Manufacturer's for Hardware Repair or Replacement
12. Managing Company Assets and co-ordinate with Admin Team for System Setup, Delivery & Replacement.
13. Create & Manage Process-Wise Teams, Channels for Users on Microsoft Teams.

Business or Sector Human health and social work activities | **Department** Information Technology |

Address G-101, B-wing, Express Zone,, opp. adani electricity, Goregaon East, 400063, Mumbai, India |

Email fsaiyyed@viewgol.com | **Website** <https://viewgol.com>

20/01/2020 – 31/03/2021 Mumbai, India

IT ENGINEER GEBBS HEALTHCARE SOLUTIONS LTD

Key Functions:

1. Installed, configured, and maintained the functionality of company IT Assets.
2. Provided computer system support for Staff.
3. Resetting User Password & Unlock the user Account.
4. Provided Special support to Users by staying inside of Company **during COVID-19 Lockdown** period.

Department Information Technology | **Website** gebbs.com

09/08/2018 – 20/01/2020 Aurangabad, India

IT TECHNICAL SUPPORT SYSCORT TECHNOLOGIES PVT LTD

Key Functions:

1. Installed, configured, and maintained the functionality of company IT Assets.
2. Provided computer system support for both staff and customers.
3. Given Technical support to clients over Remote Desktop Tools to solve their Problems.



4. Deploy Website Projects and made required changes.
5. Installed Windows Server for Client also has done Migration of Server as Well.
6. Worked with Hosting Linux Servers (WHM / CPanel)
7. Working experience of Domain and DNS Management from Leading Service providers like Godaddy, BigRock, Namecheap

● EDUCATION AND TRAINING

13/10/2020 – 12/12/2020 Mumbai, India

AWS CERTIFIED SOLUTION ARCHITECT - ASSOCIATE Attari Classes

Address Kanakia Zillion, 438, F Wing, 4th Floor LBS Marg,, CST Road Junction, Kurla West, Mumbai, India |

Website <https://attariclass.in/>

10/08/2012 – 31/05/2015 Jalna, India

BACHELOR OF COMPUTER APPLICATIONS The Arts, Science and Commerce College

Address Nirmal Campus, Highway No: 06, Aurangad Jalna Road, Jalna, Badnapur,, Jalna, India |

Website <https://www.nkspt.org/home.php>

● LANGUAGE SKILLS

Mother tongue(s): **URDU** | **HINDI** | **GUJARATI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B1	C1	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

IT Support

Windows, macOS și GNU/Linux | Windows Solaris Linux for programming and generic operations | Windows Xp, Windows 7, Windows 8, Windows 8.1, Windows 10, Windows 11 installation and configuration | MAC OSx | IT Helpdesk support | Linux: Intermediate user | IT helpDesk | Information technology support

Web Hosting

WHM/cPanel, PLESK (WebHosting) | General knowledge of Webhosting and Troubleshooting | Hosting Panels Strong experience on WHM-Cpanel Kloxo Virtualmin ISPConfig | LAMPWAMPXAMP

O365

Administração Office365 | Microsoft O365 Administration

Cloud Web Server

AWS - EC2 | Google VM