

SAJJAD RAHIM FODKAR

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Role: *IT Developer / Document Controller / Office Staff.*

PROFESSIONAL SUMMARY:

Flexible Network Engineer with exceptional insight when troubleshooting routers, switches, and firewalls. Motivated employee with expertise supporting selection and purchase of hardware and software components. Ready for new position involving disaster recovery planning for IT environment. management and problem-solving skills.

- ✓ Total 3 years of rich experience as a IT Developer in an Engineering sector, good with the sales and service After Market for the dealer.
- ✓ Troubleshooting the technical enquiries, identifying the claims in a professional manner with Homologation
(*To approve or confirm officially*) study.
- ✓ Proficient user of Microsoft Excel and Microsoft Word.
- ✓ Adhering to timely delivery as per prescribed process by ensuring availability of parts, trained manpower and with proper estimation of cost and time frame.
- ✓ Assisting in modernization, latest development, and technology to dealer stake holder to improve processes, time effectiveness and customer experience.
- ✓ Good command over English Language and an effective communicator both written and oral.

Educational Qualifications:

Bachelor of Science (2017-2019)

Mumbai University, India

Employment History:

Worked as *Document Controller (Part of the team)*

- ♣ Creating, implementing, changing, and maintaining all documents pertaining to the Quality Business Management System, according to the rules and regulations.
- ♣ Trained all new employees in the standard operating procedures of the ISO system.
- ♣ Certified to perform internal audits on the implemented Quality Business Management System
- ♣ Report writing, records scanning, imaging processes, quality assurance for case review sheets.
- ♣ Prepared various documents for the Project Engineer/team.
- ♣ Verified data gathered, such as matching supplier invoices against file copies.
- ♣ Responsible for all Document Control Activities for the Project Team.

Worked as ***IT Developer (Part of the team)***
PAWASKAR ENGINEER WORKS Mumbai India-.

Key accomplishments:

- ♣ Ensured efficient daily office functions, supporting a team of [10] senior staff.
- ♣ Enabled smooth running of department by constantly monitoring supplies and promptly ordering low-stock levels.
- ♣ Built high-performing spreadsheets using advanced Excel functions and calculations.
- ♣ Liaised with non-customer and customer-facing teams to handle complex enquiries with 100 % success.
- ♣ Coordinated content for company website and social media channels.
- ♣ Built skills in Adobe Creative Cloud to develop marketing content.
- ♣ Supported staff with administrative needs for photocopying, faxing and filing.
- ♣ Updated department organizational charts for HR planning.
- ♣ Guaranteed accurate, compliant admin and reporting processes, resulting in outstanding audit results.

Worked as Designer, Developer, Tester.

Online Bakery Management System
Mumbai, India .

- ✓ Played a stellar role in organizing service camps in nearby locations to increase customer satisfaction levels.
- ✓ Actively contributing towards the development of the standards, processes and procedures in automotive after-sales business, wholesale, and retail procedures.

Worked as Designer, Developer, Tester.

Front-End: Visual Basic 6.0

Back-End: SQL Server 2011

Team Size: 3

Duration: 8 months

Professional skills:

- **SQL server 2011:**
- **Ricardo Wave:**
- **Schedule management**
- **Hardware maintenance**
- **SharePoint**
- **Network administration**

EXTRA CURRICULAR ACTIVITIES

- Actively participated in sports like Cricket and Badminton.

PERSONAL DETAILS

Date of Birth: 21th October 1994

Nationality: Indian

Religion: Islam

Marital Status: Single

Languages Known: English, Hindi, Marathi, and Urdu

Declaration

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

Signature.....