

# MATHEW M G

+91 9880834801 • [mathewmg8199@gmail.com](mailto:mathewmg8199@gmail.com) • Nellyady, Dakshina Kannada, Karnataka, India-574229

**Office and System Administrator** with over 10 months of experience in assisting with and fulfilling organizational office needs and requirements. A proven track record of using excellent communication and organizational skills to enhance office operations and the IT department, improving overall office efficiency. A team player with strong communication skills, a high quality of work, and a driven, self-motivated attitude. Possesses strong negotiating skills and the ability to work independently.

## Experience

**System and Office admin | @Kristu Jayanti CMI Public School | Bangalore, India**

**OCTOBER 2023 – PRESENT**

Review, update, and revise student and teacher data on government websites, and assist the IT department in improving network quality and conducting checks. Handle school-related documents to keep school permission certificates up to date. Check and maintain school computer systems and network connections.

**Technical Support Engineer | @GlowTouch Technologies | Mangalore, India**

**MARCH 2023 - APRIL 2023**

Support customers with technical issues related to their websites. Provide assistance in person, over the phone, and through chat, helping clients prevent and resolve technical errors on their websites.

**LAB DEMONSTRATOR | @SRINIVAS UNIVERSITY | Mangalore, India**

**SEPTEMBER 2022 - FEBRUARY 2023**

Direct students on the proper use of computer systems and teach them how to write and debug basic computer programs, as well as use MS Office tools.

## Skills

Team player • Excellent time management skills • Data analytics • MS Office Skills • Excellent IT and Communication skills • Administrative Skills

## Education

AUGUST 2022

MASTER'S IN COMPUTER APPLICATION | SRINIVAS UNIVERSITY | MANGALORE, KARNATAKA, INDIA

SEPTEMBER 2020

BACHELOR'S OF COMPUTER APPLICATION | ST PHILOMENA COLLEGE | PUTTUR, KARNATAKA, INDIA

MAY 2017

PUC (PCMC) | SRI RAMAKUNJESHWARA PU COLLEGE | RAMAKUNJA, KARNATAKA, INDIA

APRIL 2015

SSLC | ST GEORGE ENGLISH MEDIUM HIGH SCHOOL | NELLYADY, KARNATAKA, INDIA

## Activities

• Photography • Exploring nature • Games • Listening Music • Travel