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| **Gulfjobseeker.com CV No:** **67092****Mobile +**971505905010 / +971504753686To get contact details of this candidatesSubmit request through Feedback Link<http://www.gulfjobseeker.com/feedback/submit_fb.php>  |
| **OBJECTIVE** |
| * Seeking a position that can provide opportunities to work with emerging technologies in the software industry and a team player with proven ability to work pro-actively in busy office environment as an office administrator. Help me enhance my abilities to evolve as a successful Software-Engineer in the software domain and administrative officer in a flourishing organization.
* Looking up for teaching career as a primary school teacher.
 |
| **SUMMARY** |
|  | * 2+ years of experience in programming and application development in India.
* 1 year of experience in office administration and information technology in UAE.
 |
| **Computer skills** |
|  | Languages* Proficient in: Visual Basic .Net, ASP.Net and CFM System.
* Familiar with: Microsoft Office SharePoint Server (MOSS 2007), Windows SharePoint Services (WSS 3.0) and have worked on Dotnet Nuke Technologies.

Software* Database: Microsoft SQL Server 2000 and MS Access.
* Platform: Microsoft Windows XP.

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| **Experience** |
|  | Technical Developer**Netesoft India Ltd, Mumbai** | **June 07 to Oct 09** |
|  | * Primary responsibility includes development and adding functionalities in the website.

**Development and Functionalities of Websites:****CMS (Content Management System)*** CMS is a system used to manage the content of a Web site or simply files. CMS allows you to adding, deleting and updating of pages and their contents. SQL Database is used to store the content.

Mainly use for those clients who want continuously changing their page contents like news release, product description, employment etc.**Forms Creations*** This includes Login, contact and RFP (request for proposals) form etc creations. Login, contact and RFP forms having client and server side development and storing client’s information in database. We use JavaScript for validation and for storing data or information in database we prefer MS-SQL and sometimes MS-ACCESS, and also send email for the given address as a mail.

**Administrative Section*** This project includes authentication and login of selective administrators and allows admin to maintain and manipulate data by using different features like inserting, editing, view, deleting and export data to excel file.

**Website Development*** Web site developing includes conversion of HTML or ASP pages into Aspx i.e. Asp. Net, C#. It includes division of site into different modules like footer, navigation, and header, etc. also linking of those modules and separation of common modules.

**Online Booking Reservations*** Online Reservation system enables client to reserve rooms instantly after verifying the availability of rooms at any particular period of time. It enables you to check available inventory and complete an online booking form making the reservation process more efficient and less time consuming.

**Google Map Implementation*** Implemented Google map and Google mashup Using AJAX and JavaScript, as per client Requirement on Aspx pages.
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|  | Administrative OfficerBeta Inspection Services, UAE | **Oct 10 to Oct 11** |
|  | * Primary responsibility includes organizing files, draft messages, schedule appointments, and support other staff.**Responsibilities:**
1. Provide administrative support to ensure all the administrative operations are maintained in an accurate manner.

**Main Activities:** * Maintain records and file data according to category.
* Communicate with management, staff, suppliers and customers to ensure a pleasant work environment.
* Prepare reports, memos, letters, and emails.
* Open, sort and distribute incoming correspondence including fax and email.
* Coordinate repairs to office equipment’s.
* Updating websites and resolving the issues for the staff.
* Ordering and maintaining stationary records for the company.
1. Provide support to prepare consulate documents.

**Main Activities:*** Maintain consulate documents records and passports.
* Prepare documents and reports on computer as per required by the consulate.
* Research and assist with the preparation of procedures.
1. Provide customer services.

**Main Activities:*** Greet and assist visitors.
* Answer phones.
* Direct calls and respond to enquiries.
* Make travel arrangements for executives (ticket booking as well as hotel booking).
 |
| **Education** |
|  | ICL College |  **March 2007** |
|  | Mumbai, India* Bachelor of Arts in Economics
 |
|  | **NIIT LTD** |  **Sept 2008** |
|  | Mumbai, India* GNIIT (Software Engineering)
 |
| **PERSONAL DETAILS** |
| Date of Birth  | : 13/02/1985 |
| Nationality  | : Indian |
| Marital Status  | : Married |
| Languages Known  | : English, Hindi, Malayalam and  Marathi |
| Extra-Curricular Activities  | : Listening to music and surfing |
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