**Akshara**

[**Akshara.150212@2freemail.com**](mailto:Akshara.150212@2freemail.com)

**CAREER GOAL**

To submit my talent and hard work towards the development of the company and to develop my skills along with the organization.

**EDUCATIONAL QUALIFICATION**

* Master of engineering (C.S.E) from Sathyabama university Chennai with CGPA 7.7
* Bachelor of engineering (I.T) from C. Abdul Hakeem college of engineering affiliated to Anna university Chennai with 74%
* Higher secondary in Sri Ramakrishna matric higher secondary school with 71.08%

**WORK EXPERIENCE**

Company :Yellow(Authorized Distributor of cafe coffee day) Bangalore

Role : Admin

Experience : 3 years

**Responsibilities**

* Coordinating with Customers to provide shipping and pricing information.
* Tracks an order from its placement until the product is delivered.
* coordinating the submission of proposals, planning meetings, tracking sales progress, troubleshooting minor technical problems.
* Maintaining incoming and outgoing documents, accounts, department and employee database records, files and project reports.
* Reviewing lease contracts and tracking work orders and rent increases.
* Responsible for administrative support and tenant relations, as well as accounts payable functions.
* Screens telephone calls, scans resumes, assists with planning new employee orientation.
* Scheduling and conducting interviews for appointing potential job candidates.

**AREA OF INTEREST**

* Administration field
* Computer Networks
* Data Structures

**TECHNICAL SKILLS**

* Language Known : C, C++,HTML5, JQuery, PHP
* Database : SQL
* Operating System : Windows Xp,7
* Package : MS-Office

**Academic Project**

* Title : “**Collective Behavior Learning on Heterogeneous Affiliation in OSN”.**
* Platform : .NET
* Description : In social media, multiple modes of actors can be involved in the same

network, resulting in a multimode network .Aim to predict the outcome

of collective behavior given a social network and the behavioral information

of some actors.

**CERTIFICATION COURSE COMPLETED**

WEB DEVELOPMENT

**CO-CURRICULAR ACTIVITIES**

* Attended the workshop on “WebSecurity & Cyber Crime”
* Attended one day workshop “Developing Rich Internet Applications”
* Presented paper on **“**Tactile Sensing System using Artificial Neural Networks**”** in kavery TechFeast ’10 conducted by Kavery Engineering college.
* Published Paper “Collective Behavior Learning On Heterogeneous Affiliation in OSN” in the Journal “ International Journal of Engineering and Advanced Technology “in the year 2014

**EXTRA CURRICULAR ACTIVITIES**

Won **First Prize** in Throw Ball in School Zonal Level

**PERSONAL SKILLS**

* Hardworking with positive attitude.
* Good leadership quality and management skills

**Visa type : Husband sponsorship visa**