

**Teena**

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To seek a position to utilize my skills and abilities in the industry that provides professional growth along with the organization and above all to serve the industry to the best of my ability.

Around Two and Half (2-1/2) years of diversified experience in development, implementation and maintenance of software projects with hands on experience in DOTNET, HTML, SQL Server, and MS-Access and as an Executive Assistant in Accounts and Purchase in a Shipping Organization.



**SKILLS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  **Operating Systems** | **:** |  | Windows XP, Windows Vista and Windows 7. |  |
|  |  **Database Systems** | **:** |  | SQL Server, MS-access |  |  |  |  |  |
|  |  **Programming Languages** | **:** |  | C#, C, C++ and Java |  |  |  |  |  |
|  |  **Web Technologies** | **:** |  | HTML, DOTNET, Javascript |  |  |  |  |  |
|  |  **Development Tools** | **:** |  | Visual Studio 2005, 2008. |  |  |  |  |  |
|  |  **Office Tools** |  |  | **:** |  | Microsoft Office Suite 2003, 2007, 2010. |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **ACADEMIC CREDENTIALS** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Class/Course** |  |  | **Name of Institute** |  |  | **Board/University** |  | **Marks%** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | M.Sc |  |  | Manipal Centre for |  |  | Manipal Academy of Higher |  | GPA |  |  |
|  | (Information |  |  |  |  |  |  |  |
|  |  |  | Information Science |  |  | Education (MAHE), Manipal | 8.65/10 |  |  |  |
|  | Science) |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | B.Sc |  |  | Poorna Prajna College, |  |  |  |  |  |  |  |  |
|  | (Maths, Computer |  |  |  | Mangalore University | 83.1% |  |  |  |
|  |  | Udupi |  |  |  |  |  |
|  | Science, Physics) |  |  |  |  |  |  |  |  |  |  |
|  | PUC |  |  | St.Mary’s Pre University |  | Pre-University Education | 65.83% |  |  |  |
|  |  |  | College, Shirva |  |  | Board |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  | SSLC |  |  | St.Mary’s Pre University |  | Karnataka Sec. Education | 79.68% |  |  |  |
|  |  |  | College, Shirva |  |  | Examination Board |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |





**WORK EXPERIENCE (2 years 6 months)**

**Company Role**

**:** Seven Islands Shipping Ltd. - (From July 2013 to Sept 2015)

**:** Executive Assistant in Accounts & Purchase.

**Company Role**

**:** Manipal Institute of Computer Education. - (From Sept. 2012 to Nov. 2012)

**:** Software Developer.

**Company Role**

**:** Manipal Dotnet Pvt. Ltd. - (Internship)

**:** Trainee Software Developer



**PROJECTS HANDLED**

**1. Seven Islands Shipping Ltd**, Mumbai

Seven Islands Shipping Limited (SIS) is an ISO 9001:2008 certified company by the American Bureau of Shipping and is in conformance with the quality standards set by them. The company aims to undertake the activities of Acquiring, Trading, Manning, Operating of ocean going ships and allied services. SIS owns ocean going oil tankers and performs regular sale and purchase with the objective of fleet up -gradation and renewal, to cater its client’s needs. SIS recognizes the responsibility of safety of life at sea and cleaner environment, hence develops and maintains high standards of its fleet.

**Description:**

* Preparing Cheques , Salaries for crew
* Filing invoices and vouchers
* Calculation of Portage bill and Gratuity
* Tracking seaman’s contract letter
* Scrutinising voucher files.
* Preparing: Letters, Memos
* Typing Shipping documents.
* Arrange PO for selected vendors.
* Updating & Maintaining Supplier List.
* Following up on orders to ensure that materials are shipped and delivered on promised dates.
* Maintaining records and following up files of purchases, shipments, and related matters.
* Maintaining files of descriptions of available supplies.
* Working with Account coordinators to enhance client image.
* Performing related job duties as required.

**2. Manipal Institue of Computer Education,** Udupi

**Responsibility:** Requirement analysis, development, testing, documentation.

**Tools & Technologies:** C# .Net, Visual Studio 2005, HTML, Windows 7.

**3. Manipal Dot Net Pvt Ltd,** Manipal

**Responsibility:** To design the GUI of control Register Component and implemented in C#language.

**Tools & Technologies:** C# .Net, Visual Studio 2005, HTML, Windows 7.

**Project Description:** The Control Register is a register which changes or controls the generalbehaviour of a digital device. This helps ultimately to support some new features and to provide a user friendly design using c# programming language in .Net (Dot Net) Platform.



**ACADEMIC PROJECTS**

**Project# 1:** Employee management System

**Tools & Technologies:** VB.Net, MS Access, SQL Server.

**Project# 2:** Online Railway Reservation

**Tools & Technologies:** C#.Net, MS Access, SQL Server.

**Project# 3:** Hospital Management System

**Tools & Technologies:** C#.Net, Windows based.



**EXTRA-CURRICULAR ACHIEVEMENTS**

* Actively participated in various sports and cultural activities in school and college.
* Attended and certified at various N.S.S camps.



**PERSONAL DETAILS**

**Date of Birth**

**:** 11 October 1989

**Nationality**

**:** Indian

**Marital status**

**:** Married

**Languages Known**

**:** English, Hindi, Kannada and Konkani

**Passport Details**

**:**

**Place of Issue**

**:** Bangalore

**Validity**

**:** 06/08/2008 to 05/08/2018

**Visa Status**

**: Visit Visa**

**Special Features**

**:** Determined to ensure perfection in any work with right attitudeand devotion.

* **Reference available on request**