**RESUME**

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| New_logo.gifWhats app Mobile:+971504753686 Gulfjobseeker.com CV No:1575126E-mail: gulfjobseeker@gmail.com |  |

**OBJECTIVE:**

My objective is to constantly update my knowledge base and functional skills at every phase in my career, to provide an enriching growth throw out my life, by continuously being in a ‘Learning Mode’, I wish to add value to myself and the organization which I work with.

**ACADEMIC QUALIFICATION:**

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|  **COURSE** | **MAJOR** | **INSTITUTION** | **YEAR** |
|  **B.SC** | **Information Technology** | **Bharathiar University Coimbatore** | **2011** |
|  **H.S.C** | **State board** | **G.H.S.S Kuniyamuthur** | **2007** |
|  **S.S.L.C** | **State Board** | **CSI Boys hr sec school** | **2005** |

**EXPERIENCE:**

* **Position: Document Specialist: (July 2013 - November 2015) at
Williams Lea Outsourcing (P) Ltd.**

**Roles and Responsibilities**

* Creating documents in PPT, Word, Excel, and Client templates as per client request
* Reviews the design documents for its completeness and process adequacy to meet the Client requirement
* Understand the Client Requirement and managing the workload that is substantial in volume, value and complexity and develop strong working relationships within all related areas of the firm
* Ensured all deadlines were met on time with a high degree of accuracy
* Handling multiple jobs at a time and taking responsible for all
* If anticipating any issue or delay in delivering the job, inform Shift workflow and update the status accordingly
* **Position: Document Specialist: (November 2011 – July 2013) at
Merrill Technology Solutions India (P) Ltd.**

**Roles and Responsibilities**

* Creating documents in Word, Excel, and Client templates as per their request
* Reviewing the design documents for its completeness and process adequacy to meet the client requirements
* Ensured all deadlines were met on time with a high degree of accuracy
* Handling multiple jobs at a time and taking responsible for all
* Ability to revise, edit and proofread assessment materials

**REFERENCES:**

|  |  |
| --- | --- |
| Deepa Venkat | Vineeth Krishnakutty |
| Client Manager | Workflow Co-coordinator |
| Williams Lea Outsourcing (P) Ltd. | Williams Lea Outsourcing (P) Ltd. |
| Cell: +91-90370-05222 | Cell: +91-99405-04931 |

**ADDITIONAL QUALIFICATION:**

* Diploma in WEB TECHNOLOGY AND APPLICATIONS
* CRS - Customer relative services
* CCNA – Cisco Certified Network Associate course completion.

 **COMPUTER LITERACY:**

* Windows administration
* OS: Linux, Windows
* Software’s: MS office, Adobe Photoshop
* Platform’s: C++, HTML.

**AWARDS AND ACHIEVEMENTS:**

* Participated in NCC (Air wing) Junior Division and selected as Corporal
* Karate (Blue belt)

**PERSONAL DETAILS:**

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| Date of birth | 23/06/1990 |
| Marital status | Single |
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| Languages Known | English, Malayalam , Tamil  |
|  | Arabic, Hindi, Urdu (Only to Read) |