**First Name of Application CV No 1639518**

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**PRESENTLY IN UAE ON VISIT TILL APRIL 3RD 2016 SEEKING JOB**

**Objectives:**

To be able to work and contribute my knowledge and skills in a company of goodwill and be able to obtain a responsibility with positive development and dynamic in nature which will broadens the skill professionally and interpersonally which a significant in achieving corporate goal

**Work experience:**

1. Presently working as Administrator at (Kendriya Vidyalaya,Dharwad )

From 19 Feb 2015 to 10 Feb 2016

**Task and Duties:-**

* Maintaining Registers and Files on system
* Handling incoming and outgoing mails
* Attending incoming and outgoing telephone calls for any enquires
* Record keeping of Office documents and updating in system
* Tally ERP9
* maintaining attendance registers of staff

 2. 1 year 4 months experience as **Tele Sales Ex.** for (Personal Loan) & **Sales coordinator**

**CITI­-FINANCIAL** (Karnataka, India). (Oct 2013- Feb 2015)

(DSA SPECTRUM PLACEMENT & MARKETING SERVICES PVT LTD)

**Tasks/Duties:**

* Making unlimited calls and fixing up an appointment with the customers.
* Documenting banking records of all customers.
* Sales support function (finalize deals, login the new file, initiate contacts with
* New Customers, conversion of sales leads etc).
* Building relationship with customers and sorting the related discrepancies.
* Following up with credit till the final disbursement.
* Maintaining the daily MIS reports
* Calling the delinquent customers and keeping their records in banking system.

**Education:**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **School/College** | **Year of passing** |
| **M.Sc.** **(Computer Science)** | **KITTEL SCIENCE COLLEGE**, Dharwad. | Aug - 2013 |
| **BCA** | **ANJUMAN Institute** of Information Science and Management Studies, Dharwad | Jun - 2011 |
| **PUC** | **ANJUMAN College**, Dharwad | Jun - 2008 |
| **SSLC** | **BMEMH** School. Dharwad | May - 2006 |

**Technical Skills:**

**MS Excel, MS PowerPoint, MS Word,** C, C++, Java, J2EE, **DBMS**

Completed certification course of ASP .NET

**Internship:**

**Ojoin Marketing Pvt. Ltd.**

* Analyzed websites for their ranking on the search engine results
* Analyzed the content of the website to identify keywords that lead to the website appearing in the top of search results
* Recommended web designers and clients with content/keywords for their websites better ranking in the search results

**Key Academic Projects:**

**M.Sc. (Computer Science)**

**Project Title**: Multimedia Music Player

**Platform Used**: Android

**Tools used**: Eclipse, Java

**Duration**: 2.5 months

**Project Description**: Implemented a music player interface for android mobile phones running on Android 2.2 version or later. It is aimed at optimizing music playback.

* **This music player is an efficient music player which consumes less memory and faster file searching.**
* **It has a very elegant and user friendly user interface.**
* **Faster player loading, response time, file searching and playlist preparation capability**

**Bachelor of Computer Application (BCA)**

**Project Title**: Online Citizenship

**Platform Used**: MS Visual Studio

**Tools Used**: IIS 7.0, Visual studio 2005 with ASP.Net C#, Dreamweaver 8.0, Microsoft SQL server 2005, Ajax jquery, HTML and Cascading Style Sheets (CSS)

**Duration:** 2 months

**Project Description**: The Online Citizenship is a website where citizens can register their name, address and any other profile information and can get a unique id for their further use. It is website or application hosted on the internet.

* All information pertaining to a person can be stored on to a **Database**
* A **unique ID generation** algorithm that generates a unique ID for every register
* **Data can be transferred** to a smart card for future use
* **Easy retrieval** of the stored information through a user interface

**Interests and Hobbies**:

Singing, playing indoor games

**Personal Profile:**

Date of Birth : 22/01/1990

Gender : Female

Marital Status : Single

Languages Known : English, Kannada, and Hindi

Nationality : Indian