CURRICULUM VITAE

# Career Objective:

Looking forward to join an organization where I can enhance my capabilities and implement them for effective utilization of the industry's resources. I would like to make best use of my acquired skills.

# Experience Profile:

**International School of Choueifat, Al Khaimah, U.A.E**

**5 Year experience as Administrative Coordinator/Data Manager (March 2011 to till date)**

* Gathers, enters, and/or updates data to maintain departmental records and databases, as appropriate; establishes and maintains files and records for the office.
* Responsible for collecting, recording, maintaining and reporting of student records e.g., grades, registration data, transcripts, mid-term verification.
* Responsible for processing new student enrollments, student transfers, student withdrawals, and student graduation.
* Review and provide an assessment of instructional placement on new enrollments to the director.
* Prepare statistical reports on enrollment of students in various courses and programs.
* Generate grade cards and transcripts.
* Retrieve, separate and sort program output as needed, and send data to specified users.
* Provide back-up for records and registration services, including registering students, issuing transcripts, answering phones, scanning, reporting grades and working special events
* Collaborate with administrators, deans, faculty and counselors to facilitate and improve services to students.
* Provide information and training to school staff on the use of the student information system and application of data from the system
* Provide training to teachers about the projects like smart TV, online exams.
* Download and distribute study materials and exam materials to Teachers.
* Arranging Video Conference with the higher authorities
* Oversee the operation of computer hardware systems, including coordinating and scheduling the use of computer terminals and networks to ensure efficient use.
* Ensure network and servers are functioning properly
* Notify administrator or computer maintenance technicians of equipment malfunctions
* Provides confidential secretarial and administrative support
* Performs miscellaneous job-related duties as assigned

**Pracoss Technologies Pvt Ltd. & Kran Solutions, India**

**2 Year experience as Software Engineer/**[**Technical Support Representative**](http://www.insitesupport.com/technical-support-representative-job-description/) **(Aug 2008 to Nov 2010)**

* Active in all the Software Development Life Cycle from requirement study to testing.
* Coordinate with the Technical Director on current programming tasks.
* Collaborate with other programmers to design and implement features.
* Produce well-organized, optimized, and documented source code.
* Create and document software tools required by artists or other developers.
* Debug existing source code and polish feature sets.
* Contribute to technical design documentation.
* Requirement study with the customers
* Deliver service and support to end-users via remote connection or over the Internet
* Identify and escalate priority issues per Client specifications.
* Offer alternative solutions where appropriate with the objective of retaining customers’ and clients’ business.
* Stay current with system information, changes and updates.

# Educational Qualification:

# R.V.S. College of Engineering & Technology (Anna University), Dindigul, India

**Bachelor of Engineering in Electronics & Communication, 2008**

Faith InfoTech, Thiruvananthapuram, India

**Diploma in Software Engineering**

# Strengths:

* Expertise in different data management systems and report management system.
* Good Knowledge of school IT activities.
* Thorough knowledge on admission and registration policies of the school.
* Expertise in documentation based on ISO standards
* Willingness to learn
* Hardworking and dedicated to the companies objectives.
* Self-motivated, with good interpersonal and communication skills.

**Personal Profile:**

 Date of Birth : 17-03-1987

 Age : 29

Nationality : Indian

Marital Status : Married

Languages : English, Malayalam, Hindi

**First Name of Application CV No:** **1658004**

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