**First Name of Application CV No 1662624**

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#### CAREER OBJECTIVE:

Seeking a position to utilize my skills and abilities in Information Technology field that offers professional growth while being resourceful, innovative and flexible.

#### EDUCATION QUALIFICATION:

* Bachelors in Computer Applications from **IMS, NOIDA** with **75%** aggregate.
* Certified course in Web Designing from **SYSCOMS, Information Technology Institute Al Ain, Abu-Dhabi.**
* Intermediate from Central Board of Secondary Education with **66%** aggregate.
* S.S.C from Central Board Secondary Education with **56%** aggregate.

**PROFESSIONAL EXPERIENCE**

* 1 year experience as HR Coordinator in ***Krishna Hospital & Research Centre,*** Haldwani Distt. Nainital, Uttarakhand***,*** India.
* Well versed in assisting in documentation of work flow processes and procedures.
* Conduct new employee orientation and assist with benefits enrollment issues as required.
* Maintained confidential records and personnel files.
* Worked & maintained on *Bio Metric Attendance System*.
* Set up meetings and reserved rooms as directed.
* Maintained and documented overtime sheets monthly for employees by entering missed punches, vacation or sickness.
* Assisted General Manager throughout recruitment process.
* Provide administrative support.

**INTERNSHIP AND TRAINING**

* Completed Internship in the Insurance Department, Oasis Hospital Al Ain

 (between June2012- August 2012).

* Completed Volunteering in the IT department, Oasis Hospital Al Ain (between 10th July 2013- 2nd January 2014)

**IT VOLUNTEERING TASKS:**

* IT Help Desk Support
* Installation of new machines
* Active Directory- Data Reconciliation
* SQL and MS Access Projects
* Excel Assignments
* Assigning DID’s and VOIP number
* Training on IP Telephony Network

 **SOFTWARE PROFICIENCY:**

* Front End : SQL server 2008, Adobe Photoshop CS6, Adobe Flash player & Adobe Dreamweaver.
* Operating Systems :Windows 7 ,Vista and XP.

#### ACHIEVEMENTS:

* Participated in I.T.S YOUNG TALENT HUNT-2012
* Participated in ESC Rennes School of Business International seminar “ new Products and Brand Management” 19th September 2012
* Participation in Workshop on communication and interview skills Organized by Institute of Management Studies, Noida on 21-22 September 2012.
* Secured a runner up position in PRATIBHA 2012 collage making.

**PERSONAL SKILLS:**

 Comprehensive problem solving abilities, excellent verbal and written communication skills, ability to deal with people diplomatically, willingness to learn team facilitator hard worker.

**PERSONAL PROFILE:**

Date of Birth : 22 May, 1992

## Marital Status : Single

## Nationality : Indian

## Interests : Sketching and photography.

## Languages known : English and Hindi

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