**Darsha Vinesh**

**OBJECTIVES**

To work for a competitive and challenging job in a well reputed company and with good environment and to contribute my skills towards the organizations development and to be an asset to the company and being part of the winning culture.

**EDUCATIONAL QUALIFICATION**

* Bachelor of Computer Application from Bharathiar University, Coimbatore.
* Diploma in computer Engineering from NTTF,Tellicherry
* Higher Secondary from Chinmaya Mission College, Kannur.
* SSLC from Chovva High School,Kannur

**PREVIOUS WORK EXPERIENCE**

**Kannur**

Working **as an HR assistant cum Computer Operator**

**Duties & Responsibilities**

* Provide clerical and administrative support to Human Resources executives
* Compile and update employee records (hard and soft copies)
* Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, students performance evaluations etc)
* Deal with employee requests regarding human resources issues, rules, and regulations
* Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
* Properly handle complaints
* Prepare students Final result report.
* As work as computer instructor and teaching, Basic Computer Knowledge for students.

**City Properties Real-estate, Sharjah**

Worked as **Developer** **cum** **HR** **assistant**

**Duties & Responsibilities**

* Improving new computer languages (new version) and new technology.
* Works on Oracle programmer and update latest version.
* Updating customer data’s using oracle program language.
* Help to update employee details and store completed work in designated locations and perform backup operations for HR department.

**HTMT Global Solution, Bangalore**

Worked as **Technical** **support** (Non-voice)

**Duties & Responsibilities**

* Insert customer and account data by inputting text based and numerical information from source documents within time limits
* Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
* Review data for deficiencies or errors, correct any incompatibilities if possible and check output
* Apply data program techniques and procedures
* Keep information confidential

**ACADAMIC PROJECTS UNDERTAKEN**

* WINIX

(UNIX command using windows environment)

Description: software which will run UNIX command in WINDOWS environment.

Technology: C-language

Team size : 4

* LAS

(Library Automation System)

Description : Software which helps to controlling entire Library System, now it is implemented in

Our institution

Technology : MS Visual Studio, MS Access

Team size : 5

* Websites created(www**.**infotellicherry**.**com)

Description : Website which describes everything regarding the place, TELLICHERRY

Technology : Dream weaver, MacroMedia, Adobe Photoshop

Team size : 5

**TECHNICAL SKILLS**

Programming Languages: C++, PHP, JAVA, JavaScript, Css, .net

Operating System : Windows 2000/xp/2007/2008, Linux, UNIX

Database : MS Access, Oracle 9i/10i, SQL

Package : MSOffice (Excel, Word, PowerPoint), Adobe Photoshop, Micromedia

**PERSONAL SKILLS**

* Team Work
* Willingness to learn
* Co-operative nature
* Hardworking and Sincere

**EXTRA –CURICULLAR ACTIVITIES**

* College days
  + 5s leader during the academic year (2003-2007).
  + Active participant in department activities and organized many programmes.
* Hobbies
  + Gardening
  + Painting

**PERSONAL VITAE**

Date of birth : 10/08/1985

Gender : Female

Marital Status : Married

Nationality : Indian

Languages Proficiency : English, Malayalam, Hindi

**Job Seeker First Name / CV No: 1801422**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

