

**Jeena**

**JEENA.301342@2freemail.com**

**Summary Accomplishments**

**HR Executive** with 1 year experience in Administrative and HR support professional offering versatile office management skills and proficiency in Microsoft Office programs.

**Junior Java Developer** with 1 year experience concentrating primarily with Java, J2EE, HTML, Java Script , CSS and MySQL 3-tier architecture. Within these main areas has developed many internet based applications.

**Career Objective**

Intend to build a career with leading corporate of hi-tech environment with committed and dedicated, which will help me to explore myself fully and realize my potential willing to work as key player in challenging and creative environment.

**Professional Experience**

**Micro web Solutions, Cochin, India (Jun 2015 - Jul 2016) Junior Programmer**

* Studied business requirements from the customer and developed functional specification documents.
* Created UML class diagrams in compliance with the functional requirements.
* Hands on experience in Core Java, Servlets, JSP.
* Knowledge of NetBeans tool for the development of Java Projects.
* Hands on experience Glass Fish and Tomcat web servers.
* Creating tables in MySQL and maintaining the application database.
* Designed, developed and deployed necessary views in MySQL database.

**Micro web Solutions, Cochin, India (Jul 2014 - May 2015) H.R. Executive**

* Personal Assistance and secretarial support to HR Manager.
* Assist the HR manager in planning of Organizational recruitment.
* Provide a comprehensive HR support to whole.
* Maintains human resources records by recording new hires, transfers, terminations and changes in job classifications.
* Convey the Policies and rules to the employees and maintain the records of employees

**Educational Qualification**

* **MCA** from Amrita Vishwa Vidyapeetham, Kerala, India with 7.34 CGPA (2011-2014)
* **BSc Computer Science** from Amrita Vishwa Vidyapeetham, Kerala, India with 6.27 CGPA (2008-2011)

**Internship**

**GTI Pvt. Ltd, Cochin (Jan 2014 - June 2014)**

**Internship as part of MCA final year project**

* 6 months’ internship in ASP.NET with Project titled “Organizational HRMS”
* Responsible for Analyzing and Designing the application Modules.
* Completed assigned tasks in cooperation with other interns.

**Computer Proficiency**

* Languages: C, C++, Java, J2EE, C#, Android
* Database programming: SQL
* Computer platforms: Windows, Linux
* Tools: Dream Weaver, Visual Studio, Net beans, Eclipse.
* Scripting: JavaScript
* Online development: CSS, HTML, ASP.NET
* Other : **Microsoft Office** (Proficient)

**Personal Strengths**

* Tolerant and flexible to different situations.
* Possess good management and organizational skills.
* Energetic, Innovative, Independent and People-oriented.

**Personal Details**

DOB : 05 June 1990

Nationality : Indian

Languages : English, Malayalam

Visa Status : Visit Visa (Expired on March 15, 2017)