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| **Geetha** **Geetha.331832@2freemail.com*****Electronics & Communication Engineering Professional***  | C:\Users\CVWriter\Desktop\Untitled.jpg |

**PROFILE SYNOPSIS**

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Versatile, Dynamic and Goal-oriented professional offering formal education, valuable experience, skills that attribute for a rewarding role in the domains of Electronics & Communication Engineer; Holds 4+ years’ work experience with sound knowledge in Signal & Systems, Digital Signal Processing, and Microprocessors & Microcontrollers. Possess a combination of theoretical knowledge and eagerness to apply and develop technical and non-technical skills to promote engineering excellence at the same time advance in career. Acquire persistent drive to leverage technical skills and exercise academic knowledge; Competent in carrying out various duties simultaneously, performed well under pressure, and surpassing performance parameters. Regarded as a flexible team player who is adaptive in getting the job done; Possess excellent analytical, technical, coordination, organizing, time management, communication and interpersonal skills. A self-starter, who consistently assumes responsibility, meets objectives and complete delegated tasks in an efficient manner. Seeks a solid career foundation within a forward-thinking organization which offers challenging and broad training to use and develop skills.

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| **Strengths** |
| * Acquired Master of Engineering in Applied Electronics
* Astute with Matlab, verilog, vhdl, Xilinx Java, C++
* Written reports/test procedures & field testing skills
* Strategic thinker - excellent planning & coordination
* Math/Science, Attention to detail, multitasking skills
 | * Competency in Electronics & Communication Engineer
* Ability to research Telecom/Robotics/Semiconductors
* Adroit w/ Electronics design & Project Management skills
* Strict Adherence with Health/Safety & Quality standards
* Excellent Analytical/Problem-solving/Organization skills
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| **QUALIFICATION** |

**Master of Engineering in Applied Electronics 2011 – 2013**

*ANNA University, Chennai, India, with (76% grade)*

**Bachelor of Engineering in** **Electronics and Communication Engineering 2007 – 2011**

*Muslim Association College of Engineering, Affiliated to Kerala University, India, (1st class)*

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| **CAREER SNAPSHOT** |

**Financial Consultant –** *Banking & Insurance Dept. HDFC Life, India* **Aug 2015 – Aug 2016**

**Business Development Unit Staff –** *First Gulf Bank, Dubai* **Jan 2014 – Aug 2014**

**Instructor/Educational Training –** *Global Institute Of Computer Technology, India* **Jan 2013 – Jul 2013**

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| **ACHIEVEMENTS**

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* Accomplished Master of Engineering in Applied Electronics and Bachelor of Engineering in Electronics and Communication from one of the reputed University in India Anna University, Chennai, India, with (76% grade).
* Technically astute with Matlab, Verilog, vhdl, Xilinx Java, C++ and MS Office Applications (Word, Excel & PowerPoint)
* Successfully published Manuscript on International Journal of Engineering Research and Applications (Topic on design of high speed multiplier using reversible logic on 4th July-August
* Propitiously executed various projects design of High Speed Multiplier Using Reversible Logic and GPS Based Time Synchronization of Computer Networks.
* Consistently demonstrate resourcefulness in support of top management with flexibility in working well in cross-functional teams even under pressure with a good sense of urgency to complete multiple tasks within strict deadlines.
* Performed assigned workload with indefinable enthusiasm, commitment, honesty and dedication and drove towards contributing to continued business growth.

**CORE COMPETENCY** |

**Electronics &** **Communication Engineer**

* Adept with electronics engineering, digital electronics, power electronics and microprocessor architecture, analog and digital communication. Design electronic components and software, products and systems for industrial applications.
* Ability to conduct research, design, develop and test electronic components-systems for commercial, industrial use utilizing knowledge of electronic theory and materials properties.
* Capability to develop and perform operational, maintenance, and testing procedures for electronic products, components, equipment, and systems.
* Direct, coordinate activities concerned with manufacture, construction, installation, maintenance, operation and modification of electronic equipment, products, and systems.
* Inspect electronic equipment, instruments, products, and systems to ensure conformance to specifications, safety standards, and applicable codes and regulations.
* Plan and develop applications and modifications for electronic properties used in components, products, and systems, to improve technical performance under supervision.
* Work on a project through all its stages from the initial brief for a concept, through the design and development stage, to the testing of one or more prototypes through to the final manufacture & implementation of a new product or system.
* Discussing proposals with clients, working with colleagues to design new systems, circuits, and devices or develop the existing technology.
* Testing theoretical designs, writing specifications and technical reports and following defined development processes, systematically improving the detailed design of a piece of electronic equipment.
* Creating user-friendly interfaces, ensuring safety regulations are met and project planning and preparing budgets.
* Help support applied research, where original theories and conceptual models are tested against available data to evaluate and improve speed, accuracy, reliability, and effectiveness.

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| **PROVEN JOB ROLE** |

**Financial Consultant –** *Banking & Insurance Dept. HDFC LIFE, India*

* Maintain follow up with the manager’s order and increase company profit. Work closely with others and effectively collaborative with colleague and the management.
* Stay professional at all time and maintain high grooming standards. Establish relations with customers and maintaining regular interaction with them.
* Work according to the customer requirement without violating company regulations and making customer happy.

**Business Development Unit Staff –** *First Gulf Bank, Dubai*

* Strict adherence to the company regulations, ensure service available for the customers at all times.
* Ensure to deal professional manner to the customer and maintain a good customer relationship.
* Achieve the time-bound targets according to company policies thereby develop the business of the firm.

**Instructor/Educational Training –** *Global Institute of Computer Technology, India*

* Directed the students on right pathway to achieve the perfect goal. Follow the syllabus and make students more comfortable in studies. Maintain the disciplines of the institution according to the IEEE standards.
* Stay informed about changes and innovations in their field. Conduct research and experiments to advance knowledge in their field.

**PROJECTS**

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* **Design of High Speed Multiplier Using Reversible Logic (Duration – 6 Months)**
* Overview: In this project the reversible gate is introduced for the design of multipliers with reduced garbage output so that the system complexity can be reduced to a great extend.
* **GPS Based Time Synchronization of Computer Networks (Duration – 6 Months)**
* Overview: In this we are synchronizing the system clock of a personal computer with help of a satellite master clock.

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| **CERTIFICATION** |

**Kerala State Rutronix**

* Diploma in Computer Hardware and Network Engineer
* Certificate Issuing Authority: Rutronix
* Published Manuscript on International Journal of Engineering Research and Applications
* Topic on design of high speed multiplier using reversible logic, Volume 3, Issued on 4th July-August

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| **I.T SKILLS** |

* Proficient in MS Office application (Word, Excel, PowerPoint, Email application & Internet).
* Knowledgeable with Matlab, Verilog, vhdl, Xilinx Java, C++.

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| **PERSONAL DETAILS** |

Nationality : Indian

Date of Birth : 10th Nov 1989

Marital Status : Married

Visa Status : Husband Visa

Languages : English, Hindi, Tamil

Reference : Available Upon Request