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**Name:** **KASTHURI**

**KASTHURI.332593@2freemail.com**

**Degree: B.E (Hons) Computer Science Engineering**

**PERSONAL DETAILS**

DOB: 29 – 03 – 1994

Visa Status: Residence

**EDUCATION DETAILS**

B.E (Hons) Computer Science Engineering – BITS Pilani Dubai

12th (Science) – The English School UAE

**WORK EXPERIENCE**

1. **Office Admin cum Accountant**

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| --- | --- |
| COMPANY NAME | Al Shama Technicals Services LLC |
| DEPARTMENT | Office Adminstration Cum Accountant  |
| ACTIVITIES UNDERTAKEN | * Preparing Quotation
* Cost Estimation
* Preparing Invoices, Statements of Accounts
* Making Reports on the Work Progress
* Dealing with clients and Suppliers
 |
| DURATION | August 2016 to Present |

**2) Internship**

|  |  |
| --- | --- |
| COMPANY NAME | Scan Technology |
| DEPARTMENT | Technical/Sales |
| ACTIVITIES UNDERTAKEN | -Attractive Dashboards-Making Database of BI people-Making Cold calls-Analyzing and interoperating data for to make dashboards and worksheets. |
| DURATION | Six months (1st February 2016-10- 10thJune 2016) |

**3) Summer Internship**

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| --- | --- |
| COMPANY NAME | Elfit Arabia |
| DEPARTMENT | Accounts |
| ACTIVITIES UNDERTAKEN | -Preparing invoices in Tally-Preparing payroll and salary details-Preparing Balance Sheet and Income statement |
| DURATION | Two months (8th June 2014-4th August 2014) |

1. **School Break**

|  |  |
| --- | --- |
| COMPANY NAME | Al Arabi WaterProofing & Maintenance |
| DEPARTMENT | Telephone Operator/Receptionist |
| ACTIVITIES UNDERTAKEN | -Preparing Quotation-Attending calls-Making Invoices, Cheques & statement of account- Making calls for payment |
| DURATION | Two months (8th June 2014-4th August 2014) |

**PROJECT**

• Developed an Android App to send message PL to PL

• Created 2D Space game using java.

• Paper on “Advantages & Disadvantages of SME’s IN UAE”

• Quality Control of products manufactured in “ELFIT ARABIA”

**INTERPERSONAL SKILLS**

• Responsible with good organization and management skills

• Quick learner, eager to learn and to follow directions Thrives in teamwork situations

• Researching and resource skills

• Have the ability to meet deadlines

• Good Command on English, Hindi & Tamil

**IT PROFICIENCY**

• Learnt C programming, Java, SQL Query & Assembly

• Basic knowledge of Tableau Software

• Basic knowledge of Matlab Software

• Have a basic understanding of Oracle JD Edwards Enterprise One Tools

• Proficient with Microsoft word, Excel, PowerPoint and Visio Professional

• Basic knowledge of AUTOCAD (graphic engineering)

• Basic knowledge of Tally

• Adept with researching skills on the internet

**EXTRA CURRICULAR**

• Attended a workshop and were one of the top 5 participants of inter university

Business Competition.

• Done Banking & Finance online course from Alison

• Studied Justice & Professional Ethics from Harvard University Online.

• Recently volunteered as student representative for the smooth progress of the

Convocation program 2015

• Researched and submitted a paper on “**Advantages & Disadvantages of SMEs**”

• Have Participated in Events in college and awarded certification.

• Hosted an event for regional television network. (Win TV)

• Served as School Captain in Grade 12