|  |
| --- |
|  |

|  |  |
| --- | --- |
|  | Basma  [Basma.333663@2freemail.com](mailto:Basma.333663@2freemail.com) |

|  |  |
| --- | --- |
|  | Objectives  An ambitious, enthusiastic and hardworking person with proven ability in lecturing and office administration.  **Area of Expertise**   * Practical and theoretical knowledge and experience in programming languages like C,C++,COBOL,VB,JAVA,Networking,UNIX&Shell programming and back ends like DBMS and SQL. * Experience in handling MS-OFFICE,WORD,EXCEL,Powerpoint and windows. * Experience in preparing presentations. * Excellent logical and problem solving ability. * Experience in handling students and motivating them to achieve their academic goals. * Highly supportive and cooperative in practical lab.   Education   * 10th(Central Board of Secondary Education ,1999) * Plus-Two(Higher Secondary Board of kerala,2001) * Bachelor of Computer Application(Mahatma Gandhi University,Kerala,2004 ) * Master of Computer Application(Madurai Kamaraj University,Tamilnadu,2007) * IBM Certified Associate Developer WebSphere Studio V5.0(IBM Software Group,2005)   Experience   * Front-office management(Veruvelil Group of Construction, from (March-May)2007)   Responsibilities:  Handling the clients directly and through phone and mail(both local and abroad),preparing the bills and estimates in Excel for clients and site visiting.   * Lecturer(MES College, Erumeli (June-December2007))   Responsibilities:  Handled theory and practical labs in C,C++,JAVA,MS-OFFICE and VB for BCA,BBA,BCOM and PGDCA students.  Conducted and supervised Mahatma Gandhi university Lab Exams for BCA ,Kerala in 2007.  Personal details  **Date of Birth**: 27-02-1984  **Nationality**: Indian  **Language known**: English,Malayalam,Tamil.  **visa status**: Residence visa(husband visa)    Declaration  I, hereby declare that all the above information are true to my best of knowledge. |
| ` |  |

|  |
| --- |
|  |