Curriculum Vitae

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**CAROLINE SUNNY JOSEPH**

Nationality : Indian

Civil Status : Single

Languages Known : English, Hindi, and Marathi

Email Id : [Caroline.338365@2freemail.com](mailto:Caroline.338365@2freemail.com)

**CAREER OBJECTIVE:**

To be associated with a progressive organization that provides an opportunity to apply my knowledge and skills in order to keep abreast with latest trends and technologies.

**PROFESSIONAL SKILLS:**

* **Programming Languages :** C, C++, Visual Basic, and Core Java.
* **Databases :** Oracle, SQL, MS-Access.
* **Web technologies :** HTML.
* **Operating systems :** Windows, Linux.

**SEMINARS, WORKSHOP AND TRAININGS ATTENDED:**

* I have International IICM Community Service Certification.
* I have participated in various national level coding competitions.
* I have published paper in International Journal.
* Attended two days national level workshop on ‘Big Data & IOT’

**PROFESSIONAL EXPERIENCE:**

**•Event Manager and Professor/Teacher June 2015 to December 2016**

Managing all events and staff, organizing conference, seminars and exhibition, ensuring deadline and budget, coordinating convention and meetings. Training and educating staff for event, working with guest of honor to ensure all requests are met. Teaching literature English, grammar, computer and other subjects, organizing day to day activities that help resolve procedural problems. Skills in training undergraduate in practical and theoretical knowledge and to create positive environment that encourages students to learn.

**•Director of VBS & Event HandlingApril 2011 to June 2016**

Planning of program, conducting seminar by reaching out to various children of different cities and regions, providing studies, distributing food, cloths, books and other stuff.Giving Presentation, preparing reports, Managing and directing volunteers, handling all events, attending foreign delegates.

**•Data Entry SupervisorJune 2009 to Feb 2011**

Performed data entry, report preparation, telephone reception, and payroll. Executed counteractive actions and conducts presentation evaluations. Explored security vulnerabilities in data entry system and procedures. Offered leadership, direction, and guidance in data entry.

**•Student Worker/AssociateJune 2007 to May 2009**

Answer multi-line phone system and greet clients in high-traffic student services office. Schedule appointments for staff and complete special project.

**EDUCATIONAL BACKGROUND:**

* SSC from Pune University, INDIA with 69% in 2007.
* HSC from Pune University, INDIA with 64% in 2009.
* Diploma in Information Technology from MIT College, MSBTE, Mumbai,INDIA, with First class 76% in 2012
* Bachelor’s Degree in SND College,from SPPU Pune University, INDIA, with First class 68% up to second year.

**References will be provided on request**