Aparna

Aparna.341043@2freemail.com

**CAREER OBJECTIVE:**

Seeking a challenging position in an Organization where my knowledge & skills will be utilized for the mutual benefit and offers opportunities with good prospects of growth and career development

**ACADEMIC CREDENTIALS:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course** |  | **College** |  | **University** | **Year** |  | **Marks** |  |
|  |  |  |  |
|  |  |  | **(%)** |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| B.E. (Electronics and |  | Dhanalakshmi Srinivasan |  |  |  |  | 69% |  |
| Communication Engineering) |  | College Of Engineering |  | Anna University | 2014 |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Higher Secondary Education |  | St.Thomas Convent E M H S |  | Kerala State | 2010 |  | 80% |  |
|  | School |  | Board |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| SSLC |  | St.Thomas Convent E M H S |  | Kerala State | 2008 |  | 94% |  |
|  | School |  | Board |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**WORK EXPERIENCE:**

**Administrator in MAK Media Technology International (01-09-14) To (14-03-16)**

MAK Media Technology International is a Technological Studio Focusing on Logo, Websites, Android app, Software Development and Jingles. My duties are full administration in the office as well as Software testing of launching applications and websites.

**Role & Responsibilities:**

Coordinate office activities and operations to secure efficiency and compliance to company policies Supervise administrative staff and divide responsibilities to ensure performance

Manage agendas/travel arrangements/appointments etc. for the upper management Manage phone calls and correspondence (e-mail, letters, packages etc.)

Support budgeting and bookkeeping procedures

Create and update records and databases with personnel, financial and other data

Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures.

Creates and revises systems and procedures by analysing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements; implementing changes.

Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.

Resolves administrative problems by coordinating preparation of reports, analysing data, and identifying solutions

**TECHNICAL SKILLS:**

 Operating Systems : Windows, Linux

Languages

Web Technologies Software

Applications

* C, C++, java
* HTML
* MS Office Tools, MS Visual Basic,
* Microsoft Office SQL Server 2000, Oracle, Micro c, Terminals,

Pick IT2, Eclipse, Proteus

**TECHNICAL TRAINING:**

In-Plant Training: In-plant Training attended in ITI Limited (Indian Telecom Industry)

**INDUSTRIAL EXPOSURE:**

TV Servicing at Dhanalakshmi Srinivasan College of Engineering, Coimbatore. Here I had an exposure to various technical areas concerning T.V broadcasting such as MSR, TV Studio chain, uplink, downlink chains, terrestrial broadcasting, news production and transmission.

EMBEDDED SYSTEM (SWES’13) at Dr. Mahalingam College of Engineering and Technology, Coimbatore.

**PROFESSIONAL EXPERTISE:**

Quick learner and easily adaptable to change. Committed to achieve goals.

Handle stress and possess great inter personal skills.

**DECLARATION:**

I hereby declare that the above information is true to best of my knowledge.