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Saranya

Deputy Manager, Enfosys Pvt Ltd

Dubai, UAE

+971502360357

saranya.343627@2freemail.com

**ProfessionalExperience**

**Summary**

5+ years of experience in analysis, design and development of client/server,windows applications, web applications, windows services and web services in Microsoft Visual Studio .Net IDE using C#.Net ASP.NET, ADO.NET and SQL Server.

Proficient in Web Services, CSS, HTML, and JavaScript,

Highlyefficient **Office Manager** with experience of administrative functions, staff management, operational to ensure exemplary customer service translating marketing strategies into bottom line results in sales, revenue generation.Administration, bookkeeping and event planning.

**2015 – 2017** **Deputy Managers**

(July to Jan) Good Ocean Maritime, Institute of Logistics – DMCC

* Manage 5 team members in daily administration of office activities to include lead generation, preparing correspondence / documentation, and managing student records / database. Interface with employees across multiple branches and departments ensuring efficient completion of assignments. Address student inquiries, providing detailed information, Digital Marketing and Website updation
* Installation/Configurationof systemhardwareand software
* Implementation, Testing and Deployment of web application
* Manage & monitor software and hardware of systems with periodic checks
* Ensure security policy is adhered without breach
* Periodic backups of systems and applications & disaster recoveryof data
* Documentation of Systems and software for ISO audit.
* Developed Student Portal (CRM) on platform ASP.NET with detailed MIS
* Mail server and Windows server maintenance, Troubleshooting
* Planning and implementation of Timetable in coordination with the faculty and ensure quality training to students.
* Coordinate with Print Media for advertisement & article release
* Handled accounts of the branch – receipt & payment vouchers, ledger maintaining and petty cash using Tally ERP 9.0

**Good Ocean Maritime - Dubai**

* Internship fixing for students at UAE , Processing of Student Visas and all administrative work for Good Ocean Maritime, Institute of Logistics , Dubai (Sister Concern of Indian Institute of Logistics )
* Prepare Tenancy contract, DMCC documents, Concordia Documents , DEWA documents for office setup and license renewal
* Client relations for MoU signed organizations for providing efficient and right manpower by organizing placement interviews with the students who have completed International Internship

**Skills**

Team Player

Problem Solving

Adaptability

Strong Work Ethic

Time Management

Handlling work pressure

Planning and Organizing

Willing to Travel

**Language Skills**

Tamil : Native

English : Fluent

Malayalam : Business Fluent

**Key Achievements**

* Generated revenue of 1.5 crores for IIL and GML group
* Implemented efficient student records management system that saved time and reduced duplication
* Consistently commended by senior management for maintaining an outstanding record / reports of accuracy and efficiency

**2013 – 2015** **Assistant Manager**

(May to Jun) Enfosys Pvt Ltd (An IM Division of IIL)

**Project:**HelpDesk

**Role:** Developer & Hosting

**Client:** Indian Institute of Logistics

Helpdesk is a desktop application that provide the contact details of all stake holders of the organization for easy access of employees.

**Project:**Student Enquiry Application [SEA]

**Role:**Application Developer & Hosting

**Client:** Indian Institute of Logistics

SEA is used to track, insert, update and generate reports of inbound and outbound enquiries providing interactive user interface system to users. Additional search engine facility has been provided to retrieve records.

**Project:**Vendor Management System [VMS]

**Role:** Developer, Database& Hosting

**Client:** Indian Institute of Logistics

VMS is used to manage different vendors of client to retrieve invoice / bills from previous orders that has been placed. Stock check has been provided as additional enhancement to the project

Responsibilities:

* Designed and developed web application SEA using C# and ASP.NET
* Used HTML and JavaScript for developing controls and web forms
* Worked intensively on User Interface and Database Schema
* Written triggers using SQL in SQL SERVER 2008
* Extensively used GridViews sorting and paging
* Wrote triggers for sending emails to student on registration and enrolment
* Exporting reports to excel from GridViews
* Developed web services for user authentication
* Handled production issues and enhancement to the existing live projects

**Technical Skills**

Microsoft Technologies : ASP.NET,C#.NET, ADO.NET

Programming Languages :C, C++, C#and JAVA

Scripting Languages:Java Script

RDBMS:SQL Server 2008, MySQL

Operating Systems:Windows &Linux

Development Tools: VisualStudio.NET, Dream Weaver

Design Tools:UML (Rational Rose), MS Visio

Application Servers:IIS, XAMPP

**Professional Qualification**

Completed **CCNA** – Cisco Certifed Natework Administrator course from CISCO in 2010

Completed **APGDCA** - Advanced Post Graduate Diploma in Computer Application course from IMF computer education, Coimbatore, Tamil Nadu in 2009

Completed **DJP** - Diploma in Java Programmingcourse from IMF computereducation,coimbatore, Tamil Nadu in 2009

Undergone **In-Plant training** in **BSNL**, ChennaiTelephones at DTTC in 2010

* Domain registration and deployment of application on test and production server
* Developed user document for users
* Content management system
* Generated report using SQL server reporting services (SSRS)

**2011 – 2013** **Senior Executive**

(May to Jun) Enfosys Pvt Ltd (An IM Division of IIL)

**Project:**Campus Management System [CMS]

**Role:**Junior Associate - Development

**Client:** Indian Institute of Logistics

CMS is a portal that controls and manages the flow of activities from

One department to another. It provides detailed information about the student and employees life cycle within the organization.

Responsibilities:

* Worked on HR and Student leave management module
* Worked as per the client requirement of the module
* Designed web forms, reports using C# and ASP.NET
* Testedapplication, before it is deployed at the client location
* Installation of Windows Server and supporting software’s – Visual Studio & SQL Server
* Configuration of IIS for publishing of CMS
* Deployment of CMS in Server , configuration and support

**Academic Qualification**

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| --- | --- | --- | --- |
| Qualification | Board/ University | Year | Percentage |
| Professional Diploma (Logistics and Shipping) | Good Ocean Maritime | 2014 | A+ |
| B.Tech – IT | Karunya University | 2012 | 80.1% |
| S.G.N.S (12th) | Matriculation | 2008 | 75.3% |
| S.G.N.S (10th) | Matriculation | 2006 | 82.4% |

**Extra-Curricular Activities**

* District level Runner in Chess competition for the year 2006-2007
* District level Runner in Chess competition for the year 2007-2008
* Volunteered for NSS unit of Karunya University during the year 2009-2010
* CQMS (Cadet Quarter Master) in NCC, Karunya University in 2011

**Personal Details**

Nationality :Indian

Date of Birth: 07-Jan-1991

References :On Request

Visa Status : Visit Visa

 Dubai, UAE

 +971564733576

 saranya.ind91@gmail.com