

**SARITHA**

[**SARITHA.355858@2freemail.com**](mailto:SARITHA.355858@2freemail.com)

Nationality : Indian

Date of Birth : 28 – 09 - 1987 Marital Status : Married Religion : Latin Catholic

Visa Status : Husband Visa

CAREER OBJECTIVE

I am a self-motivated and passionate MCA graduate looking for a Administrative role, where my knowledge, skills and aptitude could be utilized and further developed.

WORK EXPERIENCES

**Al Hidaya Electromechanical Cont. October, 2015 - Till date**

**Receptionist / Administrative Assistant**

* Meeting & Greeting guests.
* Attending calls / routing calls / messages.
* Handling general administrative duties.
* Updating Telephone list and circulating it.
* Documentation Work related staffs.
* Maintain staffs work details.
* Invoice preparation and clearing staff timesheet hours.
* Salary preparation and get approval from Manager.
* Maintain daily expenses of company.

**C-STORAGE** **November 2012 – May 2014**

**Software Engineer**

* Write programs in a computer language DOT NET
* Update and expand existing programs
* Develop software, architecture, specifications and technical interface
* Develop user interfaces and client displays
* Develop, deliver and test software prototypes.
* Assist software personnel in handling ongoing tasks as required.
* Innovate and develop high-value technology solutions to streamline processes.
* Initiate and drive major changes in programs, procedures and methodology.

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EDUCATION

Sep 2012 **Master of Computer Application** (Passed with 64%)

Lourdes Matha college of Science & Technology Kuttichal, Trivandrum (Under Kerala University)

April 2009 **B.Sc Physics** (Passed with 69%)

Allsaints College Trivandrum (Under Kerala University)

March 2006 **Plus Two** (Passed with 71%)

LeoXIII Higher Secondary School Pulluvila, Trivandrum

March 2004 **S. S. L. C.** (Passed with 78%)

St.Chrysostoms’ GHSS, Nellimood, Trivandrum

ACADEMIC PROJECTS

I have successfully completed two projects during my MCA program. PROJECT 1 - ONLINE PRISON ADMINISTRATIVE SYSTEM.

Platform used:

Front end: PHP Back end: MySQL

PROJECT 2 - ELECTIONEERING

Platform: Java, Android SDK Database: MySQL

TECHNICAL KNOLEDGE AND SKILLS

Programming Languages : C, C++, JAVA Databases : Oracle 10g, MySQL

Operating Systems : Windows NT, XP, Linux

Other technical skills : PHP, J2EE, Android, HTML, XML, CSS, MS Office Suite PERSONAL INTERESTS

Music: Semi Classical , Dancing

Other: Travel & Television Programs

DECLARATION

I hereby confirm that all the details given by me are true to the best of my knowledge and belief

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