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**SUDHI**

Electra Street, Abu Dhabi

Email: **SUDHI.361570@2freemail.com**

 **OBJECTIVE**

#  To be a part of an organization that focuses on innovation, providing me a challenging environment and to be able to use my skills for my own career growth as well as for the welfare of the company.

***PERSONAL PROFILE:***

* Hardworking, dedicated and result oriented.
* Quality conscious and Good Eye on details.
* Proven capacity of time-management and organizational skills.
* Quick learner and Good Improviser.
* Ability to work towards set targets.
* Adaptability and flexibility for dynamic and changing environments.
* Team leader and Excellent inter personal skills.
* Confidence to take up responsibilities and challenge.

# *EDUCATIONAL QUALIFICATIONS:*

|  |  |  |
| --- | --- | --- |
| **Course** | **Institution** | **Board/University** |
| **DCA** | SITD, Gujarat | Gujarat State Board |
| **BSC****(**Computer Science **)** | Sree Narayan College | MG. University |
| **XII** | VVHS Kerala | Kerala State Board |
| **X** | Holy Angels Convent School | Gujarat State Board |
| **BA(history)** | VVM Collage of Arts, Science & Management Studies | Madurai Kamaraj University |

# *PROGRAMING SKILLS:*

* Knowledge of C, C++, MS Office, VB, Java, C, Linux OS, Mysql.
* DTP
* Accounting package, Oracle (Basic Knowledge)

# *SEMINARS:*

* Micro TEACHING : Visual Basic, Symbian os

***PROJECT:***

* Online advertisement front end-asp.net, back end-mysql.

***EXPERIENCE:***

* LM exchange Abu Dhabi. Mussaffah. From 17 Sept 2014 to 20 Dec 2014.
* Worked as Secretary for computer operator cum Document Controller in United Electricals from 1st Jan 2013 to 31st Oct 2013.
* Worked as Asst. Accountant in Suvik Engineering from 1st July 2012 to 31st Dec 2012.

***LANGUAGES KNOWN:***

* English, Hindi, Malayalam, Gujarati

***PERSONAL DETAILS:***

* Nationality - INDIAN
* Date of Birth - 24th August 1988
* Marital Status - Married

***PASSPORT DETAILS:***

* Date of Issue : 25-02-2014
* Date of Expiry : 24-02-2024
* Place of Issue : Cochin
* Visa Status : Residence Visa

***HOBBIES AND INTERESTS:***

* Listening to music, Dancing.

# *STRENGTHS:*

* As an individual of **Strong determination** I am **confident** that I can deliver my best to the organization, with my willingness to learn new technologies and **dedication**, I can prioritise work schedules, **manage time** effectively and **meet deadline**s.

# *DECLARATION:*

I hereby declare that all the above information furnished by me is true to the best of my knowledge and belief.

Date