Curriculum

 Vitae **JIPHCY**

 

**E-mail:** **JIPHCY.361718@2freemail.com**

**OBJECTIVE:**

To use the best of my knowledge, hard work and determination for the benefit of the organisation, while maintaining integrity in character and values in all my duties and relationships.

**JOB EXPOSURE :**

* Currently working with ASUS Technology Pvt.Ltd as Service Planner.
* 1 year and 6 months experience as Executive Coder with Cross-Tab Marketing Services.
* Completed Graduation in Bachelor in Information Technology.
* Completed Diploma in Web Designing.
* Proficient in MS office.

**ACHIEVEMENTS AND CAPABILITIES:**

* Recognized as Best Performer for the year 2015-2016.
* Proficiency in grasping new technical concepts quickly and utilizing them in a productive manner.
* Self-motivated and independent. Focused and goal driven with strong ethics and commitment to quality work.
* Good communication and interpersonal skills.
* Creative problem solving.
* Pleasing youthful personality with a zest for life, knowledge and sound understanding of technology.

**EDUCATION:**

* + **Bachelor In Information Technology**

St. Gonsalo Garcia College

* + **Diploma In Web Designing**

MHIIT

* + **Completed SAP/R3-ABAP/4 training from Global Enterprises InfoTech Solution (GEIS)**
	+ **HSC 12th- Science**

Holy Family High School

**WORK EXPERIENCE:**

* + **ASUS TECHNOLOGY PVT. LTD 02nd Sep 2013- 27th March 2017**

PLANNER EXECUTIVE

DEPT: SERVICE LMD

**Job Profile:**

* Coordinating with HQ (Taiwan) for spare parts.
* Preparing advance requirements to avoid shortage for spare parts.
* Preparing reports for ASP on daily basis for repair purpose.
* ASP management (PAN INDIA).
* Preparing monthly and weekly PPT for review.
* Inventory management.
	+ **CROSS TAB MARKETING SERVICES 01st March 2011- 12th Oct 2012**

EXECUTIVE CODER

DEPT: CODING

**Job Profile: MIS**

* Coordination, preparing schedules, managing work of:
* Project management and QC of the work
* Training Documentation and project management (only for Team members)
* Work with charts in Microsoft PowerPoint formats to conduct Monthly Review Meeting Presentations appropriate statistical analysis.
* Quality analysis of the classified data
* Data management on Word (manipulating images & graphs, working with style sheets)
* Analysis and reclassification of raw data into intelligent readable data, generate summaries and charts of the information generated in concise, well-organized, easy-to-understand format utilizing good English language skills.
* Worked on brand coding and open-ended coding either on Ascribe or manual
* Have worked various pilot projects independently
* Have QCed data to ensure accuracy as per Client requirements
* Handed projects from simple to large-scale, multi-country, multi-wave data collected in different file formats
	+ **IKSULA PVT.LTD**

BACK OFFICE EXECUTIVE

DEPT: E-COMMERCE**.**

**Job Profile:**

* Editing content for various websites.
* Image editing and Photoshop

**SOFTWARE EXPOSURE**

* Familiar with languages such as C, C++, VBA
* Operating Systems such as MS-Dos Windows Xp, Windows vista, Windows 7.
* Databases such as My SQL, Microsoft Access

**PERSONAL DETAILS**

**Nationality :**  Indian

**DOB :**  02nd April 1987

 **Marital status :** Married

 **Sex** **:** Female

 **Languages known :** English, Malayalam, Hindi

 **Availability :** Immediate

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**DECLARATION**

 I sincerely believe that the above mentioned facts are true to my knowledge and belief.

 Regards,