CURRICULUM VITAE

VISAKH

Visakh.367904@2freemail.com

Visa Status : Visit

Visa expiry : 05/06/2017

CAREER OBJECTIVE

 To build a career with a leading corporate, which will help me to explore myself

fully and realize my potential. I am eager to work as a key player in a challenging

and creative environment

PROFESSIONAL QUALIFICATION

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| --- | --- | --- | --- | --- |
| Qualification | Percentage | College/School | University/ Board | Year of Passing |
| MASTER OF COMPUTER APPLICATION | 61.55% | SAINTGITS COLLEGE OF ENGINEERING , PATHAMUTTOM | MG University | 2015 |
|  BSC COMPUTER SCIENCE | 62.14% | COLLEGE OF APPLIED SCIENCE, PAYYAPPADY | MG University | 2011 |

WORK EXPERIENCE

* Worked as Business Analyst / Technical Head (IT) in Amster Group, Kurup’s Tower, Kodimatha, Kottayam, Kerala, India from 12th September 2016 to 4th March 2017 .

**Amster Group** is an immigration firm which is in assossiation with **Xiphias Immigration Consultancy PVT.LTD** – one of the Top Five Licensed immigration consultants in India.

DUTIES & RESPONSIBILITIES

* Provide expert advice to clients regarding immigration& sorting out of client queries via Email ,telephone , face to face.
* Handling of company’s official CRM,mails, phone calls&Initial registration of all clients ( Pre-sales).
* Generation and maintenance of invoices in CRM ,submission of monthly reports to Superiors.
* Finding out the correct & valid NOC code and skill level as per client’s exact duties and responsibilities.
* Provide administrative support,Provide training sessions to new employees,coordination of official Seminars.
* Manage Local Area Networking,Hardware & Software installations ,

 maintenance &up gradation.

SUMMARY OF SKILLS

* Excellent management , technical & communications skills
* Problem solving and team management skills
* Positive attitude towards work
* Analytical and logical skills
* Hardworking, optimistic
* Conversant with MS Office tools.
* Able to express concepts in a clear manner

ACADEMIC PROJECTS AND SEMINARS

* Major Project – “A SECURE DATA SELF DESTRUCTING SCHEME IN CLOUD COMPUTING”(PG level)
* Major Project – “SEARCH ENGINE WITH WEBCRAWLER” (UG level)
* Mini Project – “ONLINE SHOPPING SITE”(PG level)
* Mini Project – “GADGETS GALLERY”(UG level)
* Seminar – “BLUEGENE SUPERCOMPUTER” (PG level)
* Seminar – “WIRELESS USB” (UG level)

ACADEMIC QUALIFICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification | Percentage | College/School | University/ Board | Year of Passing |
| SSLC | 76.18 % | CVMHS MOOLAVATTOM | KERALA STATE BOARD | 2006 |
| PLUS TWO | 81.16% | MDSHSS , KOTTAYAM | KERALA STATE BOARD | 2008 |

LANGUAGES KNOWN

**To Read / Write:** English,Hindi,Malayalam

**To Speak :** English,Hindi,Malayalam,Tamil

PERSONAL DETAILS

Date of Birth : 14-04-1990

Religion : Hindu

Nationality : Indian

Gender : Male

DECLARATION

 I the undersigned certify that to the best of my knowledge and belief the

resume correctly describes my qualification and myself.

Place : DUBAI

Date :