**CURRICULUM VITAE**

**PARVATHI**

**Parvathi.371771@2freemail.com**

# OBJECTIVE

To enhance my professional skills by learning and working on the latest technologies with the help of a dynamic and stable workplace and thus to build a long-term career in a company with opportunities for career growth.

**EDUCATIONAL DETAILS**

Pursued B.Tech in **Electronics and communications engineering** from Adi Shankara

Institute of Engineering And Technology, Kalady, Kerala, India

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE**  | **INSTITUTION**  | **BOARD/ UNIVERSITY**  | **YEAR OF COMPLETION**  | **MARKS** (%) |
| B. TECH ECE  | Adi Shankara Institute of Engineering and Technology  | MGUNIVERSITY |  2013  |  80.17  |
| XII  | Chinmaya Vidyalaya, Tripunithura  |  CBSE  |  2009  |  84.6  |
| X  | Chinmaya Vidyalaya, Tripunithura  |  CBSE  |  2007  |  94.8  |

# WORK EXPERIENCE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **POSITION HELD**  | **RESPONSIBILTY**  | **COMPANY NAME**  | **DURATION**  | **REASON FOR LEAVING**  |
| Operations Head | Operations, Administration | ATR General Trading LLC | March 2017- Present | Nil |
|  Systems Engineer  |  Systems Engineer  |  HostDime India   | 14 July 2014- 26 Oct 2016 (2 years 3 months)  |  Relocated to Dubai  |
| ProcessExecutive |  Support  |  Infosys Ltd.  | 22 July 2013- 10 Feb 2014 (8 months)  | For better opportunities |

# ROLES AND RESPONSIBILITY

**Operations Head**

* Managing day to day activities.
* Catering to concerns of the clients and employees.
* Conducting review meetings on weekly and monthly basis.
* Ensuring customer satisfaction.
* Examining financial statements and analyzing them to improve profitability.
* Payroll management.
* Organization of important documents and files.
* Managing programs to ensure long-term operational excellence.
* Monitoring cash flow and organizational budget.
* Managing and providing assistance to improve the efficiency of sales and support team.
* Researching new technologies and alternative methods of efficiency.

**Systems Engineer**

* Troubleshooting the server end issues (Linux and Windows) as reported by the clients.
* Monitoring server performance for potential bottlenecks and find possible solutions.
* Maintaining backups at the server end as well as at the remote end.
* Installation, upgrade or any required maintenance on a hosting server.
* Trainer - helps the junior technicians in handling issues and concepts.
* Writing custom scripts to increase system efficiency thereby lowering the human effort.
* Technical team meet coordinator.
* Writing technical blogs for company website.
* Presented seminars on cloud computing and storage solutions.
* Coordinating with Sales Team to enhance the business of our products/services.

 **Process Executive**

* Providing technical/non-technical support to British Telecom customers.
* Understanding the customer’s concerns and resolving their issues via telephone.

# KEY SKILLS

**Languages** : Shell Scripting(Linux Bash), C

**Familiar with** : Openstack Cloud , Virtualization, LDAP

**Storage Solutions** : SAN, iSCSI, NFS, Fibre Channel

**Server Software** : Web Server(Apache, Tomcat and IIS), Email Server(Exim, Qmail and Sendmail), Databases (Mysql and Mssql).

**Software Products** : cPanel, Plesk

**Platform** : Windows, Linux (Ubuntu, CentOS)

# ACHIEVEMENTS

## Academic

* Completed cPanel Technical Certification Exam.
* Conducted seminars on cloud computing and storage solutions.
* Conducted seminar on TriGate Transistors.

## Others

* Attained prizes for school athletic competitions.
* Attained meritorious certificates for various cultural activities.

# PERSONAL SKILLS

* Positive Attitude
* Quick grasping power
* Team Player and Manager
* Highly Inspiring
* Friendly and Caring

# PERSONAL INFORMATION

* **Date of Birth** **:** 5thJuly 1991.
* **Languages Known:** English, Hindi, Malayalam
* **Gender:** Female
* **Nationality** : Indian
* **Current Location**: Dubai(UAE)
* **Visa Status**: Residence (Husband Sponsorship)

Date:

Place: Dubai **PARVATHI**