**CURRICULUM VITAE**

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**CHINMAI**

[**CHINMAI.371885@2freemail.com**](mailto:CHINMAI.371885@2freemail.com)

**Career objective**

**To chart out a career in Information Technology by taking full advantage of my specialization in computer applications and to work with my full efficiency and integrity in long term association with reputed organization.**

**Career Conspectus**

* **Masters of Computer Application from Anna University.**
* **Proficient in C, C++, java, .net, Sql server.**
* **Experience in Operating System :**

**Windows XP, Windows 7, Windows 8, Windows8.1, Windows10.**

* **Packages: MS Office, Excel, PowerPoint, Adobe Photoshop, Flash.**
* **Young, energetic and enthusiastic who can work under pressure and meet deadlines.**
* **Fast learner with an ability to excel**
* **Self-confident and goal oriented**

**EMPLOYMENT RECORD**

**Novae systems, Kottayam, Kerala, India**

**(April 2016 – May 2017)**

**Designation: System Administration / Computer Encoder**

1. **Installing hardware - computers, terminals, disk drives, CD-ROMs, RAM, printers, cabling.**
2. **Monitoring printers, disk space, network, servers and workstations, performance, and security, and all log files regularly.**
3. **Regular preventative maintenance of computer systems, printers and other backup media.**
4. **Install software, monitor network communication &create a backup and recovery policy.**
5. **Performs basic administrative support tasks for the office.**
6. **Maintains the general filing system including confidential and sensitive.**
7. **Facilitates the processing of online fund transfers and other financial assistance like payment for mobile & telephone bills.**
8. **Records & encodes communications/ documents received.**
9. **Record all system modifications and events in log.**
10. **Preparing business correspondences &memos.**

**Software Skills**

**Languages : C, C++, java, .net, Sql server.**

**Certifications : Work shop [Lab View], IET.**

**Packages: MS Office, Excel, PowerPoint, Adobe Photoshop, Flash**

**Project &Seminar**

* **Bank management system.**
* **BYTES.COM (Online Purchasing Site).**
* **Dynamic Desk Notifier.**
* **Work shop training.**
* **Seminar –Google glass**

**Education**

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| **Qualification** | **Name of Institution** | **Mark Scored** | **Year of Passing** | **University** |
| **MCA** | **PSN College of engineering & Technology ,Thirunalveli,Tamilnadu** | **87%** | **2016** | **Anna University** |
| **BCA** | **Ettumanoorappan College,Kottayam,Kerala** | **60%** | **2014** | **M G University** |
| **Bio-science +2** | **SKM Higher Secondary School, Kumarakom , Kerala** | **66%** | **2009** | **Kerala higher secondary board** |
| **S S L C** | **Gov.HSSChengalam, Kottayam, Kerala.** | **78%** | **2007** | **Kerala state board** |

**DECLARATION**

**I do hereby declare that above written particulars are true to the best of my knowledge and I bear responsibility for the correctness of the above-mentioned particulars.**