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| Name | |  | **SREELAKSHMI** | | | | |
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|  | |  | **Email:** [**sreelakshmi.390317@2freemail.com**](mailto:sreelakshmi.390317@2freemail.com) | | | |  |
| Career Summary | |  | A Dependable and Adaptable professional with 3.25 Experience in Professional Teaching Field and Office Administration (IT) | | | | |
| Career Objective | |  | Aim to be associated with progressive and growth-oriented organization that gives scope to apply my talent and skills with hard work and determination, and to be part of the team that dynamically works towards the growth of the organization | | | | |
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| Organization:1 |  | | College of Engineering  Pathanapuram, Kerala, India  (Government organization) | |  | | | |
| Position |  | | Assistant Professor in Computer Science and Engineering Dept. | | | | | |
| Period |  | | 2014 July - 2017 May | | | | | |
|  |  | |  | | |  | | |
| Organization:2 |  | | Memaar Construction LLC,  Iris Bay Tower  Dubai, UAE | | |  | | |
| Position |  | | IT & Office Administrator | | | | | |
| Period |  | | 2017 AUG-2017 DEC | | | | | |
| Level |  | | Head Office Based | | | | | |
| **Experience** |  | | As an Educator   1. Lecturing of Computer Science Engineering Syllabus, Tutorship Handling. 2. Lead and Allocate the semester duties & Responsibilities to subordinates. 3. Analysis, scrutinization and indemnification of University results in each semester 4. Handling Academic Quality Inspections/Audits from Management Levels 5. Student guidance for Seminars/Academic projects/Industrial Visits. 6. Co-ordination with professional Industries for on/Off Campus Recruitment Drives 7. Vocational Career guidance Training sessions for Students.   IT & Office Administrator   1. IT Network Administration & Troubleshooting 2. Co-ordinating Office Administration Jobs. 3. Process and Analyze Purchase Requirements, Purchases Orders related to Office/IT Administration Requirements 4. Responsible for Maintain Office Logs and Documentations. 5. Responsible for Public Relations and Corporate Communications with Dubai Municipality. 6. Maintain and Processing Office Staff time sheets, Process   salaries etc. | | | | | |
| IT Skill Set: |  | | **Software Testing Skills**-Manual and Automated testing  Black box, Functional, Regression, User Acceptance & UI testing  Standards & Procedures Development, System Development Life Cycle & SDLC Testing, Test Case, Design & Execution, Automated Test Script Design.  MS Office, Access, Windows-OS, Linux-OS Silk Test, Quick Test Professional  C, C++, Core MATLAB, Java, Basics of ASP Dot NET, HTML, Dreamweaver, PHP, MySQL | | | | | |
| Education |  | | 1. **Master’s in computer science & Engineering**   Anna University, Chennai, India  **CGPA-8.41**   1. **Bachelor’s in Computer Science & Engineering**   Anna University, Chennai, India  **CGPA-7.23** | | | | | |
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| Trainings & Certifications |  | | Advanced Diploma in software Testing from STC, Kerala India  National Level Workshop on "Digital Image Processing using MATLAB  National Level Workshop on "Network Simulation using NS-2"  Advance Training in Dot Net | | | | | |
| Professional Experience |  | | **Assistant Professor-India- 3Years**  **Admin Manager IT-UAE- 0.25Years** |  | | | | |
| Personal Details |  | | Gender: Female | | | | | |
|  |  | | Date of birth: 25/Feb/1990 | | | | | |
|  |  | | Nationality: India | | | | | |
|  |  | | Marital Status: Married, Blessed with a Baby Boy | | | | | |
|  |  | | Languages Known: Malayalam, English, Tamil, Sanskrit, Hindi | | | | | |
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| Reference |  | | **Will be Furnished upon Request** | | | | | |