**CURRICULUM VITAE**



**Meethu**

**Meethu-391783@2freemail.com**

**CAREER OBJECTIVE**

Seeking suitable assignments in a reputed organization. If I will get an opportunity to grow along with the company and ideally utilize my knowledge, skill and experience.

**CAREER PROFILE**

**KSEB(**​Kerala State Electricity Board)​**SENIOR OFFICE ASSISTANT**​(March 2018 - August2018)

**JOB RESPONSIBILITIES**

* Reconciliation of Bank Accounts
* Answering and directing phone calls
* Develop and maintain a filing systems(Documents controller)
* Answer phones and transfer to the appropriate staff member
* Take and distribute accurate messages
* Manage incoming and outgoing mails.
* Prepare quotation for purchase and payment
* Prepare estimation for contractor works.
* Scheduling, organizing and planning
* Initiative and resourcefulness resulting in the effective streamlining of processes and systems to improve efficiency.

A team worker with excellent communication skills, experience and a passion for getting results.

**EDUCATIONAL QUALIFICATION**

Bachelor of Computer Application ( BCA ) from Bharathiyar University Board of Higher Secondary Examinations (Plus Two)

**TECHNICAL QUALIFICATION**

* Thoroughout the knowledge of ​**MS Office(Excel ,Word , Power Point)**
* Have full knowledge on handling Internet and enhanced software packages.
* Good ​**Typing speed**
* Throughout Knowledge of ​**Web Technologies**
* Knowledge of languages as ​**JAVA,HTML,C,C++**

**STRENGTHS**

* Logical and analytical thinking, self-motivated.
* Keen attention to detail ensuring the accurate completion of multiple tasks by strict deadlines
* Able to work efficiently even under pressure with minimum supervision.
* Proficiency in various computer package
* Ability to communicate clearly in the English language; both verbally and in the production of good quality written documentation using MS Office application
* Strong verbal and personal communication skills.
* Outstanding interpersonal customer service leadership and organizational skills.
* Keen attention to detail ensuring the accurate completion of multiple tasks by strict deadlines

**ACADEMIC PROJECT**

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| **MAIN PROJECT** |  |
| **Project name** |  | **:** ​ATTACKER TRACING USING PACKET MARKING |
| **Language** | **:** ​JAVA |
| **Front** | **end** | **:** ​JAVA |
| **Back** | **end** | **:** ​MYSQL |

Project Description:

The goal of IP traceback is to trace the path of an IP packet to its origin. The most important usage of IP traceback is to deal with certain denial-of-service (DoS) attacks, where the source IP address is spoofed by attackers. Identifying the sources of attack packets is a significant step in making attackers accountable.

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| **PERSONAL PROFILE** |  |  |
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| Visa status | : Visit Visa |
| Date of Birth | : 15-05-1997 |
| Age | : 21 Years |
| Languages known | : English, Hindi, Malayalam, Tamil, |

DECLARATION

I hereby confirm that all the above informations specified by me are true and correct to my knowledge. If given a chance, I assure you to work the utmost satisfaction of my superiors and prove to be an asset for your esteemed organization.

**Place:- Dubai** **Meethu**