

Email: [ninet-394140@2freemail.com](mailto:ninet-394140@2freemail.com)

**PERSONAL DETAILS**

Nationality: Indian

Visa status: Visit visa

Visa Expiry: 27 December 2019

Date of Birth: 30 September 1992

Sex: Female

Marital Status: Single

**LANGUAGES**

* English
* Tamil
* Malayalam

NINET RAJAN

***Career Objective***

Experienced and skilled office executive with excellent time-management and coordination skills. Expertise in IT systems and excellent office management skills. Highly organized, self-motivated, and proficient with computers. Resolved customer service complaints or answered customer questions regarding policies and procedures in a professional manner and with confidentiality.

***Education***

* BACHELOR OF COMPUTER APPLICATION – BCA *(2010-2013) MG University, Kerala, India*
* HIGHER SECONDARY *(2008-2010) St. Little Theresa’s GHSS , Kerala, India*
* SECONDARY SCHOOL *(2008) St.Agnes GHS, Kerala, India*

***Work Experience***

# KERALA, INDIA

*Designation****:*** *Office Executive (2017 –2018)*

* Making sure that the day-to-day office tasks are done properly
* Performed administrative duties including scanning, copying, filing , answering phone calls and managing incoming and outgoing mail
* Create and maintain customer databases
* Helping to resolve customer complaints
* Assist with processing payments and handling customers and visitors
* Monitoring office stationary and then ordering supplies when stocks are low
* Handling petty cash account issues for day to day office expenses
* Prepared daily business report and monthly salary report

# KOTTAYAM, KERALA, INDIA

*Designation****:*** *Front End Developer cum E-Learning developer (2014 –2017)*

* The role is responsible for designing, HTML conversion, coding and modifying website
* Modified photos to be used in websites using Adobe Photoshop
* Updating the website content regularly, Modified existing software to correct errors
* Create website layout/user interface by using standard HTML/CSS practices
* Develops instructional material, coordinates writes and edits educational Content.
* Process for e-learning, learning objectives, course design, storyboarding.
* Load, test, troubleshoot and provide technical support for e-learning courseware on the host LMS.

***Skills***

* Quick learner of advance technologies
* Problem-solving
* Communication
* Customer handling skills
* Office management skills
* Billing, cashier skills
* Basic knowledge of accounting
* Pleasant and pleasing personality
* Proficiency with computers and strong typing skills

***Technical Knowledge***

* Excellent in MS Office (MS Word, MS Excel, MS PowerPoint)
* Programming Language: PHP, HTML, CSS, Java script, Bootstrap, Photoshop
* Databases: MY SQL
* Software: Dreamweaver, Net Beans IDE, Adobe Photoshop
* Operating system: Windows XP

***Academic Projects and Achievements***

* Main project: Gas Agency Service
* Environment: ASP.NET, SQL Server 2005, Windows XP
* Seminar on ‘Face Reorganization’
* Recognized for Youngest Passionate Employee in Thazhayil Finance in 2018
* Achieved 95% customer satisfaction score based on feedback forms

***Declaration***

I hereby declare that all the statement made in this profile is true, complete and correct to the best of my knowledge and belief.

**Place:** Abu Dhabi Ninet