

**Satham**

PROJECT COORDINATOR / SITE ADMIN

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|  |  |  | |  |
|  | [Satham.369023@2freemail.com](mailto:Satham.369023@2freemail.com) |  |  |  |



**CAREER GOAL**



**EDUCATION**



To find a challenging career in an esteemed organization so that I may grow professionally, while earning a good reputation amongst my peers. I am seeking a position that will utilize my skills and expertise while offering the chance for advancement.



**Bachelor of Technology (B.Tech - IT)**

**Aalim Muhammed Salegh College of Engineering, India**

From 2008 to 2012

**Higher Secondary (HSC) | 2006 - 2008**

**Veludaiyar Higher Secondary School, INDIA.**

**S.S.L.C | 2004 - 2006**

**Christ the king Matriculation School, INDIA**.



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| --- | --- | --- | --- | --- | --- | --- |
| **CORE SKILLS** | **● Microsoft Office** | | **● PL/SQL,** | | **●** | **Html** |
|  | **● Photoshop** | | **● Oracle ERP** | | **●** | **JavaScript** |
|  | **●** | **PageMaker** | **●** | **C, C++,** | **●** | **VBScript** |
|  | **●** | **CorelDraw** | **●** | **Java** | **● Microsoft Window Server 2000/03/08** | |



 **CERTIFICATES**

**Microsoft Certified Information Technology Professional,**

**Sansbound Networking Solution, Chennai, India.**

**Cisco Certified Network Associate,**

**Sansbound Networking Solution, Chennai, India.**

**Post Graduate Diploma in Information Technology,**

**Orbit Computer Education, India.**

**CURRICULUM VITAE** **PAGE 1**



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**WORK**

**EXPEREINCE**

**Project Coordinator / Site Admin | May 2014 - Present**

**NATIONAL MARINE DREDGING COMPANY, UAE.**

* Coordinate activities, resources, equipment and information.
* Maintaining and monitoring project plans, project schedules, work hours and expenditures.
* Liaise with departments to identify and define project requirements, scope and objectives.
* Order material through oracle system (ERP package) and monitor the item delivery status.
* Use Oracle software to Order Equipment parts and other Items.
* Monitors record keeping and file maintenance for the program or project.
* Act as the point of contact and communicate project status adequately to all participants
* Tracking project deliverables and monitoring quality assurance measures.
* Create and maintain comprehensive project documentation, plans and reports
* Assist in documenting project phases and creating summary reports for company management.
* Monitor and track project progress and handle any issues that arise
* Planning and scheduling project timelines and milestones.

**Perl Developer | Jan 2013 – Jan 2014**

**MARLEN INDIA PVT LTD, INDIA**

* Knowledge in Perl CGI Script.
* Hands-On experience in PERL and Oracle PL-SQL.
* Experience in building web applications using PERL-CGI.
* Various other development and supporting tasks.
* Excellent knowledge on technologies such as Perl & CGI, PL/SQL and JavaScript,
* Ability to model, analyze and manage large volumes of data for online Retailers.
* Very Good Knowledge in Microsoft Excel functions like Pivot Table, Conditional Formatting, lookup etc.,

**System Administrator | July 2012 – Jan 2013**

**FBA TECHNOLOGIES, INDIA.**

* Access server maintenance.(ADS,DNS,DHCP,WDS,HYPER-V).
* Configure Layer2 protocols like RIP, EIGRP, and OSPF.
* Active Directory Creation, Deletion and Permissions.
* MS-Outlook Configure & Trouble shoot.
* Computer networking, Internet configuration, Remote assistance, Remote desktop.

**CURRICULUM VITAE** **PAGE 2**



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**PROJECTS**

**Insurance Sales Dashboard**

**POLARIS SOFTWARE LAB, INDIA.**

* It is a web based application used for Bank & Large Insurance Companies.

**Insurance Sales Dashboard**

**WIPRO Infotech, INDIA.**

* Participated in WIPRO HDPC-NCB handholding project in the state of Tamilnadu as a Desktop Support Engineer.



**PERSONAL DETAILS**

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| --- | --- | --- |
| Name | : | Satham |
| Sex | : | Male |
| Nationality | : | Indian |
| Date of Birth | : 16-Dec-1990 | |
| Visa Status | : | Employment |
| Languages Known | : English, Tamil, Hindi and Malayalam. | |
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**DECLARATION**

I hereby affirm that the information provided by me is accurate and true to the best of my knowledge.

**SATHAM**

**CURRICULUM VITAE** **PAGE 3**