**Reshma |** [**reshma.383272@2freemail.com**](mailto:reshma.383272@2freemail.com)

**B-Tech | Project Co-ordinator**

Kerala

* A proactive person who is flexible and adaptable to the given working environment
* An enthusiastic personality to explore new fields of profession to improve the skills and knowledge and to give out the best for the firm
* An honest person with technical competency to perform tasks using known skills and by improving it
* A person with determination and persistence to achieve the given target on time by hard work, dedication and co-ordination

**Career aspiration**: I would like to be an integral part of a rapidly growing dynamic company thathas plans for an ambitious growth and development in every aspect.

**Employment History**



Techs India company (ISO 9001-2008 certified) (July 2016-April 2017)

* Project coordinator

**Responsibilities:**

* To coordinate different projects in planning, estimating, manufacturing and delivering of products
* Checking of different projects available online and participating in E-tender for versatile works in different places
* Maintaining healthy relationship with the companies in contact, finding and contacting new companies
* Co-ordinating and arranging workers for the execution of the project in within or before the given time span
* Planning and executing time schedules, list of workers and their duties for achieving the target
* Acts as a mediator between the manager and workers to convey the thoughts, problems and opinions in a healthy manner

**Key achievements during this period:**

* Coordination of the project 'Fabrication of underground tanks for Indian Oil co-orporation’, Eroor
* Planning and co-ordination of the project 'Petrol and diesel pipe line works for ships at Cochin Shipyard Limited', Ernakulam
* Coordination of the Penstock replacement at Panniyar Hydroproject, Idukki (Government undertaken)
* Coordination of large tank works at FACT, Ernakulam (Government undertaken)

St. John’s Visitation Public School (*May 2017-March 2018)*

* Head of Information Technology department
* Co-ordination
* Event management
* Teaching

**Responsibilities:**

* To provide opportunities for students to access and use current technology, resources and information to solve problems
* To attend and participate in faculty meetings and other assigned meetings and activities according to the management
* To prepare and maintain course files
* To work collaboratively with other professionals and staff in the extra-curricular activities
* To carry out any other related duties assigned by the management
* To plan and prepare appropriately the assigned courses and lectures

**Key achievements during this period**

* Staff head of the department from September 2017 to March 2018
* Part of admission desk for the recruitment of the students.
* Head of the arts and sports committee during the academic year 2017-2018
* Trained every teacher to be IT literate for doing their duties and responsibilities
* Trained students to make use of new technologies for their growth and personal development

**Academic Qualification**



* *2012-2016:* B-Tech in Electronics and Communication Engineering (62 %), *Albertian Institute of Science and Technology, Ernakulam, Kerala.*

**Key achievements during this period:**

* Coordinator of PANACEA 2K14 and 2K15 (Inter-College Electronics Quiz Competition)
* Coordinator of college radio AISAT Livewire 90.3
* Attended workshop on ORCAD and PSPICE Quest innovative solutions
* Performed projects on energy consumption control system & transmission of data in 4G
* Participated in industrial training at BSNL Bhavan, Ernakulam; Doordarshan Kendra, Mysore; All India Radio, Mysore; and KELTRON, Aroor
* *2010-2012:* Higher Secondary Examination( 75 %), *St. Ann’s English Medium Higher*

*Secondary School, Ernakulam, Kerala*

* *2010:* Secondary School Leaving Certificate(87 %), *St. Ann’s English medium Higher*

*Secondary School, Ernakulam, Kerala*

**Technical Skills**



* MS Office: Word, Excel, PowerPoint
* Programming language C, C++
* PSPICE
* ORCAD
* HTML

**Area of Expertise**



* Adaptability to versatile environment
* Self-motivated to perform outstanding work
* Enthusiastic in learning new things and to strive for greater success
* Proactive in discovering inventive methods of being productive for the organization
* Autonomous to work schedule and creative executions

**Personal Details**



Date of birth

: 09-11-1994

Age

: 23

Gender

: Female

Linguistic proficiency

: English, Malayalam, Hindi

Visa Details

: Visiting Visa

I hereby declare that the above furnished information is true to the best of my knowledge.