

# Archana Krishnan Kallingal

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## Professional Summary

Detail-oriented and enthusiastic Computer Applications graduate with hands-on experience in cloud computing, AWS administration, Linux environments, and programming languages. Adept at delivering reliable technical solutions, optimizing workflows, and supporting cross-functional teams with innovative problem-solving and adaptability.

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## Education

<b>Master of Computer Applications</b> RVS College of Arts & Science Sulur, Coimbatore.	2020
<b>Bachelor of Computer Applications</b> Govt. Mohindra College Patiala, Punjab	2018

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## Technical Skills

- AWS (EC2, S3, EBS, EFS, VPC, ELB, AMI, SNS, RDS, IAM, Route53, Auto Scaling, CloudWatch, CloudTrail, Security Groups, CloudFormation, CloudFront, Lambda)
- SQL, NoSQL Databases(MongoDB)
- Basic Networking, IP Addressing, TCP/IP
- Big Data Tools: Hadoop, Spark, HBase
- Programming: Java, C++, HTML, CSS
- Linux & Windows Server Administration

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## Experience

### Teaching Assistant

AJK College of Arts & Science (Mar 2022 – Apr 2023)

- Adapted teaching methods and instructional materials to meet the varying needs of individual students.
- Recorded and documented minutes of meetings, tracked action items, and followed up on assigned tasks to facilitate smooth departmental operations.
- Coordinated and supported in organizing academic events, workshops, and college functions, helping with logistics and scheduling.
- Prepared speeches and presentations for faculty and student events, contributing to effective communication and event success.
- Organized and supervised laboratory practicals, prepared equipment, and guided students through experimental procedures, ensuring safety and efficiency.

### Admin Executive

Ahalia School of Optometry (Jan 2021 – Sep 2021)

- Streamlined workflow processes, assisted recruitment planning, and prepared comprehensive management reports.
- Supported procurement processes by documenting requisition orders and tracking inventory for office and classroom supplies.
- Liaised between faculty, students, and external parties to facilitate communication and resolve administrative or operational issues promptly.

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## Certifications

AWS Certified Solutions Architect – Associate.