

RESUME

DWARAKEESH A P

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Objective

Looking for opportunities to incorporate my skills and training to help the company grow. I am looking forward to roles that will help me realize my potential by exploring the various aspects of this field.

Education

DEGREE | DATE EARNED | SCHOOL

- B.Com C.A (Computer Application) - 2018- 2021 – 59% - Sourastra College, Vilacheri, Madurai

Technical Skills

- C#
- Utilized ASP.NET MVC
- Client Side Web Development
- Technical Support

Area of Interest

- Microsoft Visual Studio For Development
- Learning Languages
- Web Development
- MVC

Experience

JOB TITLE | COMPANY | DATES FROM - TO

- **Process Associate**
- IDA – Automation, Hosur
- Dec_2021-Aug_2022 – 8 Months.

JOB TITLE | COMPANY | DATES FROM - TO

- **Client Technical Support**
- Manu Media Works
- Sep_2022 – At present – 1.5 Year

Projects

Project Title | Description | Role | Team Size | Responsibilities

- **Mortgage Deed and Sale Deed Doc's**
- Monitor and improve production processes, Effectiveness of existing process systems, maintain process equipment, assess overall production quality, and compile process reports.
- Process Associate and QC Team
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- In SQL Database, to separate Documents important Documents and assign employees.
Clarifying and Checking Errors if there was any kind of error is occurred in Documents (Deed/Indeed) and resolving errors and give correct data to Client.
Increased client satisfaction by giving 100% quality work resulting in increased work flow to organization.
Have been responsible to send the hourly production to the team and got management appreciation.
Mentoring new associates and given training.
Excellent analytical, problem solving and interpersonal skills.
Ability to perform individually and in a team.
Ability to learn quickly new technologies.

Project Title | Description | Role | Team Size | Responsibilities

- **Web Application – CMS**
- The Application is created for District Corporation to raise the complaints and track the district details. We can manage employee data's, transfer the Complaints to other officers. Mobile Application is used for employee to sort out the complaints
- Technical Support
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- Fixing issue.
Collecting the Requirements from Clients.
Worked closely with clients for enhancements of the applications and bug fixing.
Working with developer to fulfil the requirements.
Manual testing the mobile application.
Frontend Support.

Declaration

I hereby declare that the above mentioned particulars are true to the best of my knowledge and belief.

Place

Date

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