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# Kuleena Binoy

Sydney, NSW 2145

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## Summary

Aspiring web developer interested in creating customer friendly applications. Currently attending web development bootcamp by Trilogy Education Services at Monash University.

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## Skills

- HTML proficiency
- CSS expertise
- JavaScript experience
- Application development
- Requirements gathering
- Time management
- Maintenance & Repair
- Library design

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## Experience

- 05/2021 - Current    **Vinnies** — Greystanes, New South Wales  
**Retail Assistant**
- Engaged positively with each customer, providing professional and polite support for sales and service needs.
  - Counted cash, made change and stored coupons to keep organized and balanced cash register drawer.
  - Restocked shelves, racks and bins with latest merchandise and changed signage to promote special items.
- 06/2018 - 12/2019    **Al Arqam Financial Services** — Muscat, Oman  
**Office Administrator**
- Automated office operations by managing client correspondence, records, contracts and data communications.
  - Coordinated administrative operations to bolster workflows and improve productivity.
  - Interacted professionally with customers and inside personnel, answering questions and responding to phone and email inquiries.
  - Recorded meeting minutes for documentation purposes and disseminated to personnel.
- 09/2013 - 08/2014    **Airforce Technical College** — Muscat, Oman  
**Teacher**
- Built and strengthened positive relationships with students, parents and teaching staff.
  - Monitored student progress using exams and assignments to check for thorough understanding.
  - Assisted fellow teachers with assignment development, special projects, tests, administrative updates and grading.
  - Developed lessons, activities and materials to cover required course material.

## Education and Training

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**Monash University** Melbourne

Web Development Bootcamp

03/2007

**Amrita University** India

Master of Science

03/2005

**MG University** India

Bachelor of Science: Computer Science

## Websites, Portfolios, Profiles

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- <https://github.com/Kuleenabinoy>
- <https://www.linkedin.com/in/kuleenabinoy/>