

PERSONAL PROFILE :

D.O.B : 30 th March 90

Marital Status : Single

Nationality : Indian

Sex : Female

Mobile No: 8879732733

Tel :022 2878 4319

Email:surve.vishakha47@gmail.com

OBJECTIVE

I would like to hold a position that will build on my skills and experience and allow me scope for upward movement and where progress can be achieved by caring for people who need help attention and assistance. And last but not the least where the organization could be benefited through my constructive work

ACADEMIC QUALIFICATION :

B.Sc.(Chemistry)
Patkar Varde College

Mumbai University 2010

66.00 First Class

HSC
Patkar Varde College

Maharashtra Board 2007

69.50 First Class

SSC

A.B.G.E.S

2005

82.53

Distinction

PROFESSIONAL QUALIFICATION :

1. MCA (Master in Computer Application) from Hiray College, Mumbai University with First Class (62 %).
2. B.Sc (IT) from St. Angelo's Computer Education in Software Engineering with A Grade (80 %) Distinction
3. Internship of 8 Months in Android with Bizz Technologies

SUMMARY OF SOFTWARE SKILLS :

Operating System : Ms-DOS , Linux, Windows XP

Language : C, C++, Visual Basic, Android ,Asp.Net,C#.Net,Vb.Net,Tally

DBMS/RDBMS : Oracle 9i,10i,11i Ms-Access,Ms-Sql,Sql Server

Packages : MS-Office 2010 ,Open Office 2010

Web Tools : HTML,DHTML, XML, Core Java, Asp, Java Script, Corel Draw ,Photoshop

Adobe Dreamweaver

Experience

Assistant Professor (NL College) July 2017

Responsibilities:

1. Taught Junior College students IT Subject
2. Evaluate, monitor and mentor student academic progress through assignments and Model question papers
3. Participate in departmental and college activities.
4. Serve and support functional activities of departmental committees.
5. Assist and support senior professors in their day-to-day tasks and functions.
6. Grade papers and tests; prepare exercises, lessons and lab experiments for the students.

Computer IT - Incharge (Ryan International School C.B.S.E) – June 2015 –June 2017

Responsibilities :

1. Offered Services as a Designer of the Hello Magazine – June 2015
2. Maintenance of the School website , portal and responds to school Gmail account daily
3. Provides training sessions regarding CCE, Orientation Presentation for PTA meeting. and support desk for any queries in portal
4. Install tests and provides maintenance for computer hardware and software of documentation work of registers
5. Responsible for, newsletter preparation, compilation of data , conversion of data into several formats etc.

WordPress Developer (Haks International) – July to April 2015

Responsibilities :

Created an Android app for Haks International , Videos editing ,created Word Press site ,Emailer preparation for different products ,

Jr.Android Developer (Bizz Technologies) – January to June 2014

Responsibilities :

Designed, coded and tested several applications like E-Bazaar - Shopping app, Restaurant app to place an order, Games, Organization app to keep record of every employee details with documentation.

Leisure Interests :

Listening Music, Traveling, Counseling, Photography ,Painting, Cooking etc.

Personal Skills

Strong Communication Skills, Working in a Team, Quick Learner , Hardworking , Enthusiastic, Disciplined and Highly adaptable to any situation

I hereby declared that the above information is true to my knowledge.

VISHAKHA SURVE

