**Resume**

**k.m.Suryamol**

Kavitha Mandhiram,

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**Career Objective**

* Looking forward to associate myself with an organization where there is an opportunity to share, contribute and upgrade my knowledge fordevelopment of self and organization served

**WORK EXPERIENCE**

**National Institute of Technology, Calicut – Admission Coordinator (July 2015 to Till Now)**

National Institute of Technology Calicut (NITC) is located about 22 kilometers north-east of Calicut City. National Institute of Technology Calicut is a Technical Institution of national importance set up by an Act of parliament(Act 29 of 2007) namely, the National Institute of technology Act 2007, which received the assent of the President of India on 5th June,2007. The provision of the Act have come into force with effect from 15th August,2007 as per Notification S.O.1384(E) dated 9th August, 2007 of the MHRD(Dept. of Higher Education),New Delhi. As per the provision of the said Act, this Institution runs on non profitable basis.

**Job Description**

* Provide administrative support including document filing, book-keeping, and faxing during the admission process.
* Assist in student admission processes based on state and federal laws.
* Explain the policies and enrolment process to the students and their families.
* Provide assistance to students in completing admission forms and other related paperwork.
* Review the new student lists with the Admissions Head and Finance personnel.
* Schedule student appointments and interviews for admission process.
* Collaborate with team members to complete and validate the admission files of students.
* Implement strategic plans and initiatives to achieve the enrolment objectives.
* Organize educational presentations as per the direction of the Admissions Head.
* Plan and organize admission related events and activities.
* Provide support to Admission Director in managing a team of Admission Representatives.
* Maintain a student admissions database with clear and complete student enrolment files.
* Maintain a cordial relationship with the management, students, faculties and administrative teams for smooth operations.

**Swathy Smard Card Pvt Ltd ,Calicut – Software Operator (January 2013 to March 2015)**

Swathy is a technological pioneer & emerging leader, engaged in providing world class Smart Card Consultancy and Unique Identification based solutions. The company was incorporated in the year 1995. Swathy integrates and streamlines the database available with the government which helps in decentralized model of monitoring and controlling, providing secure, valid and authenticated data.

Swathy has covered 9.89 million enrolments in the state of Tamil Nadu, Pondicherry, Kerala, Lakshadweep, and Orissa & Karnataka in Phase I, Phase II is in full swing and is expected to finish by the end of the 2014.

**Job Description & Role:**

* Worked as a liaison between the company and the field, responsible for database and ADHAAR version software, carefully analyses the requirements of the client and provide a solution designed to meet client expectations and needs in a timely and affordable fashion as well as generate technical report of training.
* Generating the information needed for Aadhaar.Aadhaar is a 12-digit unique identification number issued by the Indian government to every individual resident of India.
* Providing the [Unique Identification Authority of India (UDAI)](http://searchcio.techtarget.in/definition/Unique-Identification-Authority-of-India-UIDAI" \t "_blank), which functions under the Planning Commission of India, is responsible for managing Aadhaar numbers and Aadhaar identification cards
* .Analyzing and sectioning the data’s of training in particular locality and making together in an area as an camp for 4 to 5 days

Underwent training for a period of 7 days on motivating the product handling and communicating with the people and to handle problematic customer.

**Indosoft Solutions Pvt Ltd,Kozhikode– Software Programmer(March 2011 to November 2012)**

Indosoft ensures that our clients maintain their competitive edge in the global marketplace. Our experience in developing business critical applications for Fortune 1000 companies guarantees that Indosoft will create the right solutions for you.

Our commitment to customers is deep and abiding - We are a customer focused Information Technology company. Defining our customer's requirements clearly, prioritizing their needs and adapting our services personally to those needs are important facets of our development strategy.

Quality is embedded into the heart of our company. Our prime motto is to set quality benchmarks and work towards redefining customer satisfaction.

**Job Description**

* A solid grounding in Object Oriented programming & design.
* Analyze, design, implement and integrate functional requirements in the solutions.
* Expertise in system requirements, analysis, design & development, implementation, support, etc.
* Decent hands-on experience on web application development using Microsoft .NET technologies.
* Address technical aspects with architect and functional aspects with business analyst.
* Develop new functionalities on our existing software products.
* Excellent problem solving skills.
* Excellent organizational and communication skills (both written and verbal)

Ability to work well in a team environment as well as to work autonomously

**Educational Qualifications**

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| --- | --- | --- | --- |
| **Course** | **Institution** | **% of Marks** | **Year** |
| **BSc.Computer Science** | Providence Women’s college, Kozhikode | 66% | 2006 |
| **Higher Secondary  (Computer Science)** | GVHSS, Madappally | 55% | 2003 |
| **S.S.L.C** | St. Michaels GHSS, Kozhikode | 75% | 2001 |

**PERSONAL**

Date of Birth : 19.08.1985

Sex : Female

Religion : Hindu

Marital Status : Single

Nationality : Indian

Languages Known : English,Hindi,Malayalam,Tamil.

**SKILLS**

* Quick learning ability.
* Excellent interpersonal and communication skill.
* Positive attitude.
* Computer Knowledge(C,C++,VB,JAVA,RDBMS)

**DECLARATION**

I hereby declare that the above-mentioned statements are true and correct my knowledge

and belief.

Place: Calicut K.M.Suryamol

Date: