

RESUME

Valerie Genevieve Colaco

Mobile No: +917875292534

E-Mail: colacovalerie@gmail.com

Date of Birth : 07/04/1993

Age : 29 yrs

Gender : Female

Passport No. : Z 3249752

Date of Issue : 19/08/2015

Date of Expiry : 18/08/2025

Marital Status : Married

Nationality : Indian

Address : Amol Nagar, Naigaon (W), Dist Palghar 401207, Maharashtra, INDIA

Contact No : +91 7875292534

Languages known : English, Hindi, Marathi



Personal Qualities

1. Young and Energetic with good communication and analytical skills, positive attitude, sincere and hardworking, willing to learn and work on the latest technologies.
2. Ability to take responsibilities in an organized manner.
3. Can take decisions, work independently.

Educational Qualification

- **May 2015: Master of Science in Information Technology with First Class** at S.T Gonsalo Garcia College, Vasai, Mumbai University, INDIA.
- **June 2013: Bachelor of Science in Information Technology with First Class** at S.T Gonsalo Garcia College, Vasai, Mumbai University, INDIA.
- **June 2010: Higher Secondary School Certificate with First Class** at S.T Thomas Baptista Junior College, Vasai, Maharashtra Board, INDIA.
- **June 2008: Secondary School Certificate with Distinction** at S.T Francis Xavier High School, Naigaon(Vasai), Maharashtra Board, INDIA.

Achievements

1. Stood First in College in Master of Information Technology with a CGPA of 5.50 in the Year 2015 and achieved a Scholarship of Dr. Rajin D'silva.
2. Stood Second in College in Bachelor of Information Technology with First Class in the Year 2013 and achieved a Trophy and Certificate of Excellence.

Projects Done During Bachelors and Masters of Information Technology

1. Hotel Management System using Asp.Net with SOL server 2008 - BSc. (IT)
2. Handwriting character recognition using Neural Networks Datasets - MSc. (IT)

Work Experience

- A. Presently working for Maritime Training and Research Foundation (MTRF), Andheri (East), Mumbai, India (From 01-12-2016 to Present) under the capacity of IT/HR Manager performing the following duties: -
1. IT support which involves updating /maintaining websites with HTML coding through the Admin panel, configuring E-mails, taking regular backups maintaining confidentiality and integrity of data.
 2. Procuring quotations for IT equipment's and products, maintaining logs of IT equipment's (Hardware and Software).
 3. Assisting the staff in any technical support required related to software and technical issues (troubleshooting) for MS office, printers, laptops, desktops.
 4. Software and Hardware Asset management and maintaining contract renewals of our domains and Email services currently on G-suite platform.
 5. Ensuring all software's installed on the systems are genuine, licensed and not pirated ensuring all the Systems are up to date with the latest software's.
 6. Liaising with various organizations, resolving queries, performing various correspondence activities, arranging & scheduling meetings, organizing social events.
 7. Performing HR managerial & administrative functions which involves accurately maintaining a variety of logs and files of employees, scheduling staff training, preparing appointment letters, increment letters, Recruitment Management., Attendance management, Scheduling Workshops for employees,
 8. Auditing Quality management system of the company, Scheduling Management review meetings, preparing documentation for the same as well as ensuring company is Quality and POSH compliant.
 9. Receiving and screening office calls, responding to routine telephonic enquiry, monitoring E-mails.
 10. Assisting all departments as and when required.
- B. Worked as a visiting faculty for 3 months in 2016 in a degree college (Nirmala College of Commerce and Science) teaching Database Systems for F.Y.B.Sc. Computer Science students.

Skills

1. Information Technology (Software / Hardware / Networking)
2. Basic knowledge of following Concepts:
 - a. Software Development Life Cycle (SDLC)
 - b. Database Management Systems
 - c. Object Oriented Programming
 - d. HTML Coding

- e. C# with ASP.Net, Java and SQL Server 2008
- f. I.T Infrastructure Management
- g. Software testing
- h. Network Security
- i. Cloud Computing
- 3. Good communication skills and good working relationship with team members
- 4. Excellent Computer skills
- 5. ISO Quality Management Systems - Internal Auditor ISO 9001:2015
- 6. HR / Administration

Courses Attended

- 1. Network Security, Penetration Testing and Cyber Forensics.
- 2. Practical aspects of Digital Forensics and Cyber Crime Investigation
- 3. Internal Auditors Course in Quality Management Systems ISO 9001:2015
- 4. Internal committee capacity and skill building (Primer and Investigation) under the POSH Act
- 5. Media Training Program

I hereby confirm that all the details furnished above are appropriate to the best of my knowledge.

Your Sincerely,
Valerie Genevieve Colaco