

JEEVITHA

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OBJECTIVES

I'm an enthusiastic, active learner and detail-oriented Computer Science graduate with a strong foundation in Python programming, SQL, basic knowledge of software testing and core web technologies like HTML, CSS, and JavaScript. I'm seeking an opportunity where I can grow my technical skills in programming, contribute to real-world IT projects, and continuously develop both personally and professionally in a dynamic and supportive environment.

EDUCATION

- **College Name:** Quaid e millath government college for women (autonomous) Oct 2022 – May 2025
- **Degree:** BSC in computer science
- **CGPA:** 8/10
- **Coursework:** Programming fundamentals, Web development, Object-Oriented Concepts.
- **Leadership:** Served as the class representative for one academic year, acting as a bridge between faculty and students. Took initiative in addressing student concerns and coordinating academic activities.
An experience that strengthened my leadership, communication, and problem-solving skills.

EXPERIENCE

Intern - document controller, Technip energies July 2024 – Sept 2024

- Handled critical engineering documentation and technical drawings, ensuring all project-related documents were accurately validated, updated, and maintained throughout the lifecycle of each project.
- Utilized MS Office tools along with enterprise-level Electronic Document Management Systems (EDMS) like GAIA to manage documentation workflows efficiently and securely.
- Responsible for reviewing and validating document changes as per project standards and updating the EDMS accordingly to reflect the latest versions.
- Played a key role in coordinating monthly project documentation updates by preparing professional PowerPoint presentations to summarize progress and changes, which were shared with project stakeholders and leadership.
- Ensured timely delivery of documents to respective departments, strictly adhering to internal deadlines and quality benchmarks.
- Granted document access permissions to team members through GAIA, ensuring that only authorized personnel could access sensitive project materials, enhancing data security and confidentiality.

PROJECTS

Website blocking

- Developed a Python-based console application that simulates website blocking for educational purposes.
- Designed a menu-driven interface to let users choose websites they want to "block" or "unblock."
- Helped improve focus by redirecting websites to 127.0.0.1 (localhost).
- Provided a simple menu-based interface for users to choose block or unblock.

TOOLS USED: Python and Windows OS (hosts file)

Campus connect hub

- Designed and developed a comprehensive web portal to connect students with essential campus resources and updates
- Implemented interactive modules including campus map, scholarship details, course listings, library access, placement updates, department info, events, blogs, and fee structure.
- Integrated Google Forms for dynamic feedback collection and student engagement.

TOOLS USED: HTML, CSS and javascript

Library management system

- Built a desktop application for library book and member management using Visual Basic 6.
- Included features like admin login, book issue/return, and student view.
- Used ADO Data Control.

TOOLS USED: Visual basics 6.0 and Ms access

TECHNOLOGIES

Languages:

- Python programming
- SQL Programming
- Basics of software testing
- HTML, CSS
- Javascript

CERTIFICATES

- Sql basics
- Python data structures
- Internship certificate from technip energies
- Best outgoing student of 2025 certificate from – [quaid e millath government college for women (autonomous)]