
OVERVIEW

As someone who can learn quickly and improve processes, I strive to be a vital component of every team I join. I have experience as a faculty teacher, in charge of educating students in a group setting, answering questions and providing examples to better understand classroom material. I use my problem-solving skills and extreme attention to detail to collect data and provide reports quickly and efficiently. I work to provide exceptional service to clients and students, using positivity and professionalism to assist them in reaching their goals.

AREAS OF STRENGTH & EFFECTIVENESS




Collaborative Partnerships – Works consultatively and collaboratively to build strong partnerships with both external and internal stakeholders. Utilizes active listening to fully understand issues and provide suggestions to reach mutually beneficial solutions.



Business Growth – Able to contribute to the growth, expansion, and development of an organization through use of an innovative strategy. Translates business needs into technical solutions that align with the goals of the organization and its customers.



Problem Solving – Works to understand the problem, devise a plan of action, carry out the plan, and follow up with all parties involved to ensure proper issue resolution.

 **Willingness to Learn** – Enjoys learning new skills, processes, and procedures while working with diverse groups.

KNOWLEDGE OF SDLC AND BUSINESS ANALYST

- Knowledge of SDLC in both Agile Scrum and Waterfall methodologies.
- An effective communicator with good relationship building and interpersonal skills.
- Proficient in writing SQL queries and conduct data analysis using databases.
- Good in developing standard software documents including Business Requirements.
- Good in develop business requirement document as well as develop Use cases and UML model, Developed Sequence Diagram.

PROFESSIONAL EXPERIENCE

STRATOS HEAR TECHNOLOGY PRIVATE LIMITED | New Delhi, India

Jul 2010 – Dec 2013

IT Database Support

Performed database monitoring and data collection while reporting to the Senior Database Administrator. Interpreted and analyzed data into solid facts and figures.

- Installation, Implementation, Cloning, Recovery and Administration of Oracle **Database 9i, 10g, 11g, 12c & 19c.**
- Installed, configured, and automated Oracle DBA Monitoring tools.
- Created tablespaces, schema objects, roles and application users.
- Proactively monitored and maintained the database.
- Performing database recovery if there was a media failure.
- Backup and Recovery:
 - Maintaining backup policy
 - Daily hot backups
 - Weekly cold backups
 - Restoration of backups for testing purposes
 - Recovery of the production database in different scenarios and for periodic testing

- Experienced in RMAN backup
- Security administration, including adding and removing users, profiles and roles.
- Administered quotas and checked for security problems.

DUCAT, NOIDA | New Delhi, India

Jan 2010 – Dec 2010

Faculty Teacher

Taught students in a classroom setting how to use SQL and PL/SQL.

- Provided demonstrations for classroom on how to utilize these tools.
- Answered questions and provided examples to better understand classroom material.

EXPERTISE & INDUSTRY KNOWLEDGE

Database Administration • Information Technology • Python • Data Analysis • Oracle Database • SQL • Security Administration • Excel • MS office • AWS Admin

EDUCATION

Master of Computer Applications | Indira Gandhi National Open University, New Delhi, India

Bachelor of Computer Applications | Indira Gandhi National Open University, New Delhi, India

CERTIFICATIONS

ORACLE CERTIFIED PROFESSIONAL (OCP)

LANGUAGES

English, Hindi