

# POORNIMA LAKSHMI P

Arsha, Sanathanapuram P.O, Kalarcode, Alappuzha, 688003

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## OBJECTIVE

To succeed in an environment of growth and excellence which provides me a challenging career and opportunities and earn a job which provides me job satisfaction and self-development where my skills and knowledge can be utilized and broadened and help me achieve personal as well as organizational goals.

## PROFESSIONAL SUMMARY

Overall experience of 1 year in **Tata Consultancy Services, Bangalore, India** as a System Administrator (ITIS Domain).

Worked as SharePoint Administrator with Morgan Stanley account.

Assisted maintenance and support for various firm wide applications/tools related to collaborative activities for Morgan Stanley.

Worked at KITCO technolabs, Kochi, Kerala as an intern in android application development while pursuing master's in engineering.

## KEY SKILLS

Experience in managing server infrastructures and operations across Unix, Linux, and Windows platforms.

**Software:** MS Word, Excel, Powerpoint, Outlook, OneNote

**Operating Systems:** Windows, Linux

**Programming languages:** C, C++, Javascript, Typescript

**Web Technologies:** React, Node.js, HTML, CSS

**Web Frameworks:** Angular, Bootstrap, Express, Mongoose

**Other Technologies:** MongoDB, Git, GitHub, Heroku

## CERTIFICATIONS

- ITIL Foundation Certificate in IT Service Management
- JLPT N4 certified
- JLPT N3 (Short of one point from the cutoff)

## EDUCATIONAL QUALIFICATION

- **School of Engineering, University Campus** **CUSAT**
  - *M.Tech Software Systems CGPA: 8.14/10* (2014-2016)
- **College of Engineering & Management Punnapra** **KERALA UNIVERSITY**
  - *B.Tech Computer Science & Engineering CGPA: 7.55/10* (2009-2013)

## PROJECT DETAILS

**Domain:** Information Technology Infrastructure Services( ITIS )

**Project Name:** Morgan Stanley

**Period:** 2016 to 2017

**Role:** Infrastructure Support Engineer

**Description:** Morgan Stanley is an American multinational financial services corporation headquartered in the Morgan Stanley Building, Midtown Manhattan, New York City. Morgan Stanley operates in 24 countries and has more than 1300 offices and 60,000 employees

**Responsibilities:**

- Assisted in infrastructure support and maintenance of Morgan Stanley products.
- Assisted in Change Execution, Incident management, RFB Checks, User Management, Alert monitoring and resolution.

## PERSONAL STRENGTHS

- Dedicated and motivated to learn new ideas
- Flexibility and adaptability
- Good communication and interactive skills
- Good team spirit and enthusiasm
- Analytical and Problem Solving Skills

## PERSONAL PROFILE

Name	:	Poornima Lakshmi P
Date of Birth	:	05-June-1991
Gender	:	Female
Nationality	:	Indian
Marital Status	:	Married
Permanent Address	:	Arsha, Sanathanapuram P O, Kalarcode, Alappuzha, Kerala State, India, Pin: 688003
Phone Number	:	+91-7902498715
Languages Known	:	English, Malayalam, Japanese( Pursuing N2)
Email-ID	:	lakshmipoornima18@gmail.com

## DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Sincerely,  
Poornima Lakshmi