LIYA SOORAJ

Address: Dunes Village, DIP 2, Dubai
Phone: + (971) 56 926 1969 **| Email:** liyasooraj777@gmail.com
Visa status: Spouse Visa (valid till 23 -12-2019)
LinkedIn: https://www.linkedin.com/in/liya-sooraj-456581110 **| Skype:** Liyasooraj777
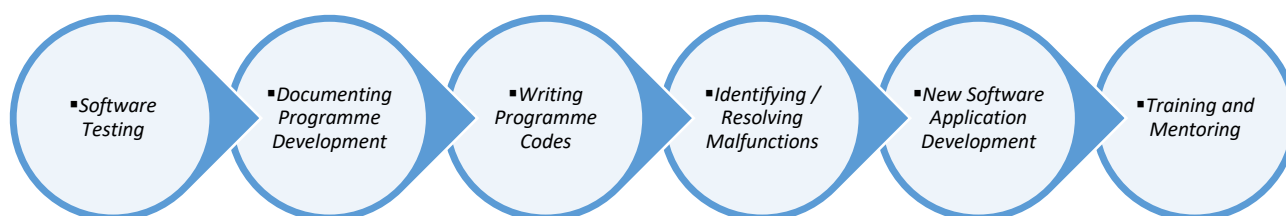**UAE Driving License no : 3851187**

Oracle certified associate and resourceful software developer with experience and exposure in designing, installing, testing and maintaining various software systems. Proactively involving in accomplishing assigned software projects in conjunction with the team members. Qualified with MCA and BSc in Polymer Chemistry coupled with various other certifications and other professional credentials. Expert in converting work flow information into computer language to meet project requirements.

Proven expertise in serving as a faculty to facilitate captivating training to students in programming languages, such as C, Java, ASP.NET and SQL. Hands-on experience in using Embedded C for microcontroller programming while working on the master's project. Skilled in proving innovative ideas to implement system improvements and control cost. Diligent professional with strong IT and programming skills showcasing outstanding ability to work under deadline driven environment and deliver maximum performance.

SKILLS SUMMARY

- Software Testing
- Documenting Programme Development
- Writing Programme Codes
- Identifying / Resolving Malfunctions
- New Software Application Development
- Training and Mentoring

- Monitoring System Performance
- General Programming Skills
- Managing ERP interface
- Configuring and managing Oracle databases
- Preparing Details Specifications
- Product Testing
- Preparing Training Material
- System Maintenance
- Programme Code Modification

- Mathematical and Analytical Skills
- Strong Problem-solving Skills
- Team Coordination
- Excellent Communication and Interpersonal Skills
- Relationship Management
- Time Management
- Maintaining Confidential Information
- Software Documentation
- Planning and Organisation

TECHNICAL SKILLS

- **Programming Languages:** Oracle, Java,ASP.NET, MySQL, PL/SQL, C and C++
- **Hardware Language:** Embedded C
- **Computer skills :** Microsoft Excel , Word , Power point , Outlook

CAREER PROGRESSION

Document Controller cum Labour Officer | ALSTOM (FRENCH MNC for Rail Transport), Dubai, UAE   **Nov 2018 – Jan 2019**

Accomplishments

- Proficient in MS Office especially in MS Excel advanced skills like VLOOKUP , PIVOTS and MACROS .
- Familiarity with Project Management and knowledge of Electronic Document Management System (EDMS) .
- Basic knowledge of UAE Labour and corporate law .
- Preparing new employee files as well as orienting new employees to the organization .
- Processing payroll, which includes ensuring vacation and sick time are tracked in the system .
- Scheduling job interviews and assisting in interview process .

Responsibilities

- Prepare ad-hoc reports on projects basis .
- Review and update technical documents (e.g. manuals and workflows).
- Distribute project-related copies to internal teams.
- File documents in physical and digital records.
- Create templates for future use.
- Check for accuracy and edit files, like contracts .
- Retrieve files as requested by employees and Managers .
- Manage the flow of documentation within the organization.
- Maintain confidentiality around sensitive information and terms of agreement.

Service Coordinator | Diamondlease HeadOffice(AL HABTOOR GROUP), Dubai, UAE   Jan 2017 – Nov 2017

Accomplishments

- Accountable in operating Oracle ERP software to keep track of records, its manipulation, retrieval and for generating reports.
- Designed and maintained an online workbook in Excel which shows the entire dataflow of operations.
- Strong organisational skills with the ability to multitask.
- Knowledge of office management systems and procedures Assist & preparation of regularly scheduled reports.

Responsibilities

- Managed operations of the front line service desk and maintained available resources resulting in first call resolution.
- Coordinated directly with executive office and department of compliance regarding customer disputes.
- Participate in meetings to improve productivity, resolve customer service issues and manage workload of team.
- Liaise with executive and senior administrative assistants to handle the requests and queries from the senior managers .
- Addressed incoming customer inquiries and offered productive solutions that increased customer satisfaction.

Software Programmer | Dartech Information Technology, Dubai, UAE   Apr 2016 – May 2016

Accomplishments

- Proven record of leveraging in-depth understanding relating to ASP.NET, SQL Server and C#/VB.NET to accomplish software programming tasks in a timely manner.
- Successfully designed various web pages as well as designing, coding and testing new windows and web software applications.

Responsibilities

- Accountable for developing websites and standalone applications within given timeframe while maintaining accuracy and highest standards.
- Maintained existing software systems through identifying and correcting software defects.
- Prepared detailed design specifications and developed accurate programming codes.
- Maintained various systems and updated existing software.

Lecturer | Altar Training Centre, Kerala, India   May 2014 - Oct 2015

Accomplishments

- Coordinated and scheduled works and assignments while maintaining close connection with the curriculum staff to develop and implement technology enhanced curriculum integration projects.
- Monitored learning performance of every students and accordingly prepared training lessons to enhance their knowledge.

Responsibilities

- Prepared teaching material/topics for every training session in alignment with the learning capabilities of various students. Utilised projectors to deliver engrossing training sessions and increase students learning interest.

- Mentored/coached students in line with the educational policies and standards.
- Utilised effective research strategies and resolution skills to resolve training relates issues.

Lecturer | Gurukulam Public School (CBSE), Kerala, India   **Jun 2013 – Mar 2014**

Accomplishments
- Coordinated and scheduled works and assignments while maintaining close connection with the curriculum staff to develop and implement technology enhanced curriculum integration projects.
- Monitored learning performance of every students and accordingly prepared training lessons to enhance their knowledge.

Responsibilities
- Prepared teaching material/topics for every training session in alignment with the learning capabilities of various students.
- Utilised projectors to deliver engrossing training sessions and increase students learning interest.
- Mentored/coached students in line with the educational policies and standards.
- Utilised effective research strategies and resolution skills to resolve training relates issues.

EDUCATIONAL QUALIFICATIONS

MCA | Vidya Engineering College, Thrissur, Kerala, India (Calicut University)   **Dec 2012**
Project: Smart Shopping System with RFID

BSc in Polymer Chemistry | St. Mary's College, Thrissur, Kerala, India (Calicut University)   **Apr 2009**

PROFESSIONAL CREDENTIALS

- Oracle 11g: SQL Fundamentals – NIIT, Thrissur. Kerala, India (Jul 2015)
- Oracle11g: PL/SQL Fundamentals – NIIT, Thrissur, Kerala, India (Sep 2015)
- Oracle11g: Administration Workshop 1 – NIIT, Thrissur, Kerala, India (Nov 2015)
- Vertical Eye Placement Training Workshop (Mar 2011)
- Participated in UGC Sponsored National Seminar on 'Recent Developments in Polymer Science and Technology' (Aug 2008)
- Presented a Paper on Topic 'Code Division Multiplexing'

PERSONAL DETAILS

Date of Birth: 24th Jun, 1988   **Nationality:** Indian   **Marital Status:** Married
Languages: English, Hindi and Malayalam   **Driver's Licence:** India

Reference

Mr. Sasi Kumar   **Mr. Yaan Petit**
Operations Manager   Construction Manager
Diamond Lease Head office   ALSTOM Transport
Mob : 0504945243   Mob : 0501543069