**RESUME**

**SURAJ MANJUNATH NAIK**

(from Karnataka, India)

Gudaibiya, Manama, Bahrain

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**Career objectives:**

I would like to work under esteem organization, so that I can utilize my education and experience to contribute in the growth of organization and would be able to enrich my experience for dynamic future.

**Academic profile:**

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| --- | --- | --- | --- | --- |
| **Education** | **University** | **Percentage** | **Class** | **Year** |
| SSLC | New High School Baad,Karwar | 59.84% | Second class | 2011 |
| PUC | Shivaji Arts,Commerce&Science College Baad Karwar | 49.00% | Pass class | 2013 |
| BCA | Shivaji Arts Commerce And BCA College Baad Karwar | 63.95% | First class | 2016 |

**Experiences :**

* Worked as a Library Staff cum data entry operator under contractor In Maritime Reference Library, Indian navy-INS Kadamba, Naval Base Karwar, (Aug2016 to sept 2018).
* Worked as a Office staff in Navtara Hotel, Karwar.(sept2018-feb2019).
* Worked as a computer front desk staff in sai computers Karwar. (Feb2019 to sept-2019)

**Job responsibility:**

Working as a front desk representative attending the visitor contractor maintenance staff.

Working as a shift in charge secure and maintain safe working place.

Monitoring CCTV cameras. Proper follow the SOP.

Knowledge of creating data source creating new virtual machines and configuring.

Installation of various operating systems.

Network connection and configuration on various operating systems.

Controlling administrative rights.

Troubleshooting the OS windows. Managing server network.

Installation of print server network printer and scanner.

Providing support to developer and programming solving.

Performing root cause analysis it indentify the process improvement.

Perform database system and SQL server- insert update modify and delete.

Fast learning skill and positive attitude.

Managing manpower in housekeeping food court areas. Managing programs in Banquet hall.

Co-ordinate the team members for achieving the target. Come up with innovative ways to increase the profit.

**Technical skills :**

* Programming Languages : C, C++, Java
* Operating System : Windows, MS dos
* Tools : Microsoft Office, Visual Basic
* Computer literacy : Ms World, Ms Excel, Ms PowerPoint, Browsing, Outlook , and Basic Software Knowledge.

**Academic project :**

* Project name : “HOSTEL MANAGEMENT SYSTEM”
* Development tools : visual basic
* Database : SQL
* Description : this project is regarding hostel management system,It has facilities like

Keeping tracks of student details, warden details, medical equipments,

Availability, food details etc. This was developed by user friendly

Environment and was developed using SQL database and visual basic.

**Certification course :**

* Certified In Microsoft Office Tools Like Ms-Excel, Ms-World, MS-PowerPoint From Yuva Shakti Education Society Karwar, Karnataka.

**Personal details :**

* Father Name : Manjunath Naik
* Mother Name : Nisha Naik
* Date Of Birth : 10 April 1996
* Sex : Male
* Langueges : English, Hindi, Kannada & Konkani.
* Permanent Address : Nandangadda Karwar, Karnataka , India.
* Hobbies : Playing Cricket, Internet Surfing, traveling and gymnasium.

**Extra curricular activities :**

Participate in various dancing competition in school and social activities.

Participating as volunteer as colleges.

Attending blood donation program.

**Passport details :**

* Passport no : T75519109
* Date of issue : 26/07/2019
* Date of expiry : 25/07/2029
* Place of issue : Bangaluru

**Declaration :**

I hereby declare that above mentioned Information is true as per my knowledge.

**Date: Signature**

**Place: SURAJ NAIK**