

AJITHA JOAN VIJAYAKUMARI A

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PROFILE SUMMARY

A versatile professional with **more than three years** of experience in Content Writing, Proof Reading, Editing, Soft Skills/Verbal/Motivational Training, and so on. Excellence in sourcing and recruiting freelancers via website advertisement and employment portals. Proficient in serving literary contributions by reviewing, editing, formatting and generating content created by freelancers. Competent in fostering new ideas to incorporate adequate communication and promotion strategies via interaction with team members. Articulate communicator with outstanding analytical abilities, problem-solving, decision-making and interpersonal skills

SKILLS

- Freelancers Recruitment
- Web Advertisement
- Content Creation
- Content Reviewing
- Technical Support
- Brainstorming
- Ideas Generation
- Skill Training
- Retail Management

TECHNICAL SKILLS

- Operating System:** Windows family, DOS
- Languages:** C, C++, Java basics, HTML, CSS, Python, Data Science
- Database:** Big Data with Hadoop platform
- Content Writing:** Content Writing, Proof Reading and Editing
- Soft Skills and Verbal Training:** Behavioural and Interpersonal, Verbal Communication and Organizational Skill Training

CERTIFICATIONS & TRAININGS

- Python Training at Besant Technologies - Apr 2021
- Data Science with Python Training at Besant Technologies - Jul 2021
- Internship training using Bigdata with Hadoop platform at SLN Technologies (HPE CoC Delivery Partner) - Dec 2017
- Adobe Photoshop – Arena Multimedia Centre - 2007

WORKSHOPS ATTENDED

- ICT-based Robotics, at Jerusalem College of Engineering (Chennai), India - Jul/Aug 2018
- Big Data Analysis using Hadoop – conducted by Computational Intelligence Research Foundation (CIRF) at Jerusalem College of Engineering (Chennai), India - Sep 2017
- Android Application Development – conducted by GeeksLab Technologies Pvt. Ltd. – in association with AIESEC IIT – Delhi at Jerusalem College of Engineering (Chennai) India - Aug 2017

FULLTIME WORK EXPERIENCE

Organization	Designation	Duration
Servocraft HR Solutions Pvt. Ltd.	Content Coordinator	May 2019 - May 2021

Roles: Worked as Content Writer, Proof Reader, Editor, Presenter, Motivator and Trainer

Content Coordinator

- Acquired and recruited freelancers via web advertisements and job portals
- Developed content for Textbooks, Researchers and Website users as per their requirements and feedback from the beneficiaries
- Offered literary contributions by evaluating, editing, formatting and rewriting content developed by freelancers
- Rendered editorial, creative and technical assistance to team members and encouraged them to accomplish the objective
- Deliberated with team members advocating the latest ideas to incorporate communication and promotional strategies

FREELANCE WORK EXPERIENCE

Organization	Designation	Duration
Tamil Nadu Advanced Technical Training Institute (TATTI)	Soft Skills and Verbal Trainer - Freelance	Jun 2018 - Till Date

Soft Skills Trainer - Freelance

- Imparted behavioural and interpersonal skill training
- Provided verbal communication and organizational skill training
- Carried a gamut of activities, namely interview skill training and motivational training, problem-solving strategies, self-confidence building
- Gave training in leadership skills, work ethics and teamwork
- Tutored basics of Retail Management and Marketing Concepts and Ideas

Institutions Served

While acting as Soft skills and Verbal Trainer (Freelance) at Tamil Nadu Advanced Technical Training Institute served the following educational institutes

- Panimalar Engineering College (Chennai) | Jerusalem College of Engineering (Chennai) | Rajiv Gandhi College of Engineering (Pondicherry) | Vel Tech Engineering College (Chennai) | Patrician College of Arts and Science (Chennai) | Sindhi College of Arts and Science (Chennai) | Mahalashmi Women's College of Arts and Science (Chennai)

EDUCATION

- Bachelor of Engineer (B. E.) in CSE securing a CGPA of 6.27 from Jerusalem College of Engineering from Anna University, India - 2019

ADDITIONAL QUALIFICATIONS

- Diploma in Computer Applications with First Class Awarded in Fundamentals, DOS & C, MS-Office, HTML and CSS from LIBA Informatics Centre, Loyola College, Chennai, India - May 2015