|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | **Ranjini Manippuzha** | |  | | Al Zahra Street, Near Zulekha Hospital, Bu Tina  Sharjah, UAE  +971553634548  avranjinim90@hotmail.com  **Visa Status**: Husband Visa |  |  | | --- | | **About me** | |  | | *I am a hardworking, honest individual. I am a good timekeeper, always willing to learn new skills.*  *DOB : 08/04/1990*  *Nationality: Indian* | |  |  |  | | --- | | **Languages** | |  | | **English**: | |  | | **Malayalam**: | |  | | **Hindi**: | |  | | **Tamil**: | |  | |  | |  |  | | --- | --- | | **Experience** | | |  | | |  | **Nov 2012- MAy 2013** | |  | **CAmbridge electro mechnical, Sharjah,uae** | |  | **Office Administrator cum Secretary** | |  | Administrative Functions: | |  | * Prepare and maintain Agreements, Invoices, Quotations and Vouchers. | |  | * Keeping records of office assets, staff records, etc. | |  | * Checking office cleanliness, daily attendance register, etc. | |  | * Taking care of attendance record and salary record. | |  | * Maintaining and keeping records of all account books and petty cash. | |  | * Updating site visit report of each employees in daily basis. | |  | Secretarial Functions: | |  | * Fixing up appointments, reminding day-to-day work of the Manager. | |  | * Attending phone calls, Fixing appointments & meetings. | |  | * Taking Dictation in Long Hand. | |  | * Maintenance of File Records. | |  | * Forwarding the relevant calls/messages to the Manager | |  | * Handling the fax, Internet and e-mail messages. | |  | **oct 2011- sept 2012** | |  | **softend technoserve pvt ltd – kannur,kerala** | |  | **Web developer cum IT Trainer** | |  | * Developed Admin side and dynamic side of web sites using PHP, MYSQL, HTML, JavaScript, CSS, AJAX, JQuery. | |  | * Provided classes for academic students about web applications and assisted professional degree students for doing academic project. | |  | * Efficient in dealing with clients. | |  | * Organizing meeting with clients and vendors. | |  | * Efficient in planning, scheduling & executing jobs for trainees. | |  |  |  |  |  | | --- | --- | | **Education** | | |  | | |  | **AUG2007 – nov 2011** | |  | **college of engineering trikaripur, kerala** | |  | **Degree** | |  | B- Tech in Information Technology | |  |  | | **qualifications** | | |  | | |  | * Completed 3 months training in Mainframe technology from Escube Technologies Pvt Ltd, Kerala | |  | * Trained in web content editing from React Media Pvt Ltd, Bangalore, India | |  |  |  |  |  |  | | --- | --- | --- | | **Skills** | | | |  | | | | **Professional** | **Personal** | | * MS Office-Excel, Word, PowerPoint, Flash, Dreamweaver. | * Verbal and written communication skills | | * C, C++, JAVA | * Hard working | | * PHP,HTML,CSS,AJAX,JQuery,JavaScript | * Self-motivated and good team player | | * SQL server 2005, SQL server 2008, MySQL, SQLyog | * Good listener | |  |  | |