CURRICULUM VITAE

Name : KIM SUZAN

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South Andaman, Andaman & Nicobar Islands.

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PERSONAL DETAILS

Nationality : Indian
Sex : Female
Marital Status : Unmarried
Date of Birth : 04th March, 1997

EDUCATION

2018-2020 Master of Computer Science from Jawaharlal Nehru Rajkiya Mahavidyalaya

(Pondicherry University), South Point, South Andaman, Andaman & Nicobar Islands

(Waiting for Certificate and Marksheet).

2015-2018 Bachelor of Computer Applications from Jawaharlal Nehru Rajkiya Mahavidyalaya

(Pondicherry University), South Point, South Andaman, Andaman & Nicobar Islands.

2014-2015 Studied Class 12th (CBSE Board) from Jawahar Navodaya Vidyalaya, Panchawati,

N & M Andaman, Andaman & Nicobar Islands.

2012-2013 Studied Class 10th (CBSE Board) from Jawahar Navodaya Vidyalaya, Panchawati,

N & M Andaman, Andaman & Nicobar Islands.

ADDITIONAL TRAINING

May 2015- April 2016 Diploma in Computer Applications from IECT Computer Institute, Middle Point,

South Andaman.

2017 Tally at ITI, Dollygunj, South Andaman

2017 Banking and Accounting course from ITI, Dollygunj, South Andaman.

PROJECT WORK

Name of the Project: Automatic Question Paper Generating System

Duration: 3 Months

Front end: PHP – Version 7.0.9

Backend: MySQL

Operating System: Windows 10

Description: The Automatic Question Paper Generating System is developed for time consumption. The main objective of the project on Question Paper Generator System is to eliminate the duplication of question paper or question paper leaking issue. It can generate question paper before 1 hour of the examination. No formal knowledge is

needed for the user to use this system; thus, it is user-friendly. Question Paper Generator System is a secure, reliable and fast management system.

WORK EXPERIENCE

Work Period: December 2020 – June 2021

Designation and Department/ Organization: Worked as an **IT Staff** at One Stop Centre Scheme, Nicobar District under Directorate of Social Welfare, Andaman & Nicobar Islands.

Nature of Work: Monitoring emails, draft making, manage the uploading work of salaries and bill payment task in PFMS, handled the 'Sakhi' Dashboard for updating and its management and report making.

Additional Work: 1. Maintaining Cash Book Register, Cheque book register, Diary register, Dispatch Register.

- 2. Conducted 10 Awareness Programme in rural area (Car Nicobar).
- 3. Manage the work related to recruitment
- 4. Manage Fund transaction.