

UNNIMAYA TK

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SUMMARY

A results-oriented professional with diverse experience in project management, team leadership, and system development. Adept at driving efficiency, optimizing processes, and delivering high-quality solutions across different functions. Known for strong analytical, organizational, and interpersonal skills, with a proven ability to collaborate with cross-functional teams and contribute to organizational goals. Committed to continuous learning and thriving in dynamic, fast-paced environments.

WORK EXPERIENCE / INTERNSHIP

Intern - Kerala Police Academy (KEPA), Thrissur | 06/2025 - Present

- Worked on the Leave Management System for employee leave tracking

Mastering Data with Machine Learning Internship – CSRBOX in Collaboration with IBM SkillBuild | 22/10/2024 – 05/11/2024

- Gained hands-on experience with machine learning models and data-driven problem-solving.
- Acquired deep insight into the transformative power of AI and ML in real-world applications.
- Engaged in collaborative learning and growth with industry experts.

Associate Team Member - Biju and Biju Chartered Accountants , Thrissur | 11/2021 - 5/2023

- Report Verification & Processing – Reviewed and verified field investigation reports for accuracy, completeness, and compliance, ensuring discrepancies were identified and resolved.
- Data Analysis & Documentation – Cross-checked financial details, supporting documents, and business records to ensure compliance with bank requirements and maintain data integrity.
- Communication & Coordination – Acted as a key link between field executives and banks, coordinating report clarifications and aligning with verification standards.
- Quality Control & Compliance – Conducted final quality checks, prepared structured reports, and ensured adherence to regulatory and confidentiality guidelines.

EDUCATION

MCA

Sree Narayana Gurukulam College of Engineering (SNGCE), Kolenchery , Ernakulam , Kerala | Pursuing

B.Sc. Computer Science

Naipunnaya Institute of Management and Information Technology (NIMIT), Pongam , Thrissur , Kerala | 2017-2020

Plus Two

GVHSS Cherpu , Thrissur , Kerala | 2015-2017

SSLC

GVHSS Cherpu , Thrissur , Kerala | 2014-2015

PROJECT

FeedU : Online College Canteen Management System

- Designed a web application to streamline food ordering and management processes within educational institutions. Utilized Python and MySQL to implement a user-friendly and efficient system.

Weblates : Website Template Builder

- Developed a platform for individuals and businesses to create professional websites without requiring extensive coding knowledge. Enhanced user experience through interactive templates and automated features.

SKILLS

- **Technical Skills** : Python Django , HTML , CSS, MySQL , MS Word , PowerPoint ,MS Excel
- **Soft Skills** : Leadership and Teamwork , Problem-Solving and Decision-Making , Organizational and Time Management, Adaptability , Attention to Detail ,

LANGUAGE

- Malayalam
- English
- Tamil

ACHIEVEMENTS & CERTIFICATIONS

- Python Django Certification – Avodha, Infopark (2021)
- Completed introductory Bootcamp Series-1: Data Science Using Python (Sep 17 – 19, 2020)
- Coordinator for the 2019 College Fest at Naipunnaya Institute of Management and Information Technology (NIMIT).