



# 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.

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## WORK EXPERIENCE / INTERNSHIP

### Intern - Kerala Police Academy (KEPA), Thrissur | Pursuing

- Worked on the Leave Management System for employee leave tracking

### Mastering Data with Machine Learning Internship – CSRBBOX 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

- Led a team of 4 employees in executing tele-verification and customer support processes
- Streamlined team efforts to ensure the accurate and timely completion of verification tasks.
- Established strong working relationships with assistant managers at banks, enhancing collaboration and alignment with verification requirements.
- Tracked and maintained client records and reports for dispute management and escalations

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## EDUCATION

### MCA

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

### B.Sc. Computer Science

- Naipunnya 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

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## 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.

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## SKILLS

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

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## LANGUAGE

- Malayalam
- English
- Tamil

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## 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 Naipunnya Institute of Management and Information Technology (NIMIT).