CURRICULUM   VITAE

XYZ   ABC

E-Mail : xyz_abc @gmail.com   **Mobile :** 0000000000/ 1111111111

Career   Objective : Seeking Challenging Assignments With an Organization of Repute

Preferred Sector : Administration , BackOffice , IT-Software, DBMS ,Non Voice Process.

SCHOLASTICS

2013   Bachelor in Arts With English Honours from XYZ
2009   Advanced Certificate in Software Engineering from xyz
2007   Three years Diploma (Computer Science & Engineering) from ABC with 79%.
2004   XII from XYZ, CBSE Board, ABC with 75%.
2002   X from XYZ, CBSE Board, ABC with 75%.

WORKING EXPERIENCE (PRESENT EMPLOYMENT)

❖ **Company   : ABC**

Designation : Administration (From September 2012 to June 2013)
        ROLE :
- ➤ TO Recruiting ,Training & Supervising junior Staff & Delegating work as required.
- ➤ To maintain documents , presentations, records, Spreadsheets & databases.
- ➤ To Develop an appropriate office strategy.
- ➤ To develop an appropriate management strategy.
- ➤ To File In proper way & filing standard.
- ➤ To enhance the office staff's ability to manage & organize office effectively & Professionally

WORKING EXPERIENCE (PAST EMPLOYMENT)

❖ **Company   : ABC**

Designation : HR-Office Executive (From February 2011 to August 2012)
        ROLE :
- ➤ To Solve all the Queries of the Walkins as well as Telephony.
- ➤ To councill with the Candidate's.
- ➤ To attain phone calls and To Enter the Data.
- ➤ Taking Interview, verifying Dcuments.
- ➤ **As Supervisor :** Supervising the whole work and activities

❖ **Company   : ABC**

Designation : Computer Operator Cum DEO (From Sep. 2010 to Oct. 2010…The Process closed)
        ROLE :   To Enter the Data and Conversion Of the File

❖ **Company : ABC**

Designation : Councillor Executive (From Oct. 2009 to Aug, 2010)
ROLE :
➢ To councilling and recruiting Candidate's. and to Attain and Do Phone calls.
To Selecting, Arranging, and Maintaining the Data and Enter the Data.

PROFESSIONAL SNAPSHOT

✓ **Advanced Certificate in Software Engineering from XYZ**
✓ Successfully accomplished the following projects
   o **Personnel Management System** and **Hotel Management System**
✓ Skilled in Ms Office (Word ,Excel, Powerpoint,Access),Internet, C,C++, JAVA, J2EE, Servlet, JSP, EL, JSTL, Ajax, Struts, HTML, CSS, XML, JavaScript, Singleton, DAO and DTO, Factory, Decorator, Adapter, Oracle
✓ An analytical mind with the ability to think clearly and logically.
✓ Ability to work accurately and pay attention to details.
✓ Acquired practical knowledge on building applications that meet business requirements

BEYOND SCHOLASTICS

✓ Received certificate and prizes in Drawing, Singing, Dancing, Acting.
✓ Participated in Science Exhibition and won Prizes and certificate.
✓ Got an award for getting the highest marks in Physics and Chemistry in class XII.

COMPUTER SKILLS

Ms Office   : Word , Excel ,Powerpoint , Access, Internet.
Languages   : C, C++, Java, J2EE
ServerSide Technology : Servlet, JSP, EL, JSTL, Ajax, Overview of Struts
Markup Language   : HTML, CSS, XML
Scripting Language   : JavaScript
IDE   : Eclipse 3.1 Lomboz pulgin(1.0), NetBeans(5.0,5.5,6.0.1),DreamWeaver CS3, Europa
Database   : Oracle (8i, 9i, 10g)
Design Patterns   : Singleton, DAO, DTO, Factory, Decorator, Adapter

TRAININGS UNDERGONE EXPERIENCE

With mentioned unit of the XYZ in E – 10B Switch , OCB – 283 – Switch , WLL System (CDMA) , Mobile (GSM) and Microwave and Transmission System
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ACADEMIC PROJECTS EXPERIENCE

1st. Project :
Title   : **Personnel Management System**
Organization   : ABC
Duration   : Two Months
Team Size   : 4
Platform   : XP, Eclipse 3.1 along with ObjectWeb Lomboz IDE.
Language Used : Java, Junit Testing Tool, Servlet, JSP, HTML, JavaScript
Synopsis   : This software was made for maintaining and managing employee's data.
Role   : Development of the user interface using JSP and HTML, Design & Implement of view and controller layers using Servlet and JSP and developing the login Page DAO and DTO.

2nd. Project :

Title   : **Hotel Management System**
Organization   : ABC
Duration   : Two Months
Team Size   : 4
Platform   : XP, Eclipse 3.1 along with ObjectWeb Lomboz IDE.

Language Used : Java (swing, jdbc), Singleton, DAO, DTO and Adapter.
Synopsis   : This software gives information about availability of different types of room, customer
                          check in, check out. It Stores record of daily income expenses & Billing System maintained.
Role   : Front –end validation through HTML, Designing and developing the DAO and DTO,
                          writing business specific through PL / SQL code.

3rd. Project :

Title   : **Query management System.**
Synopsis   : This application target to automate the process of queries raised by the staff of organisation

PERSONAL   DOSSIER

Fathers Name   : ABC
Date of Birth   : 1st November 1986
Languages Known   : English, Hindi and Bengala
Contact Address   : XYZ
Permanent Address : XYZ.
Preferred Location : XYZ

Date : _____

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Place : _____   signature