



# AKILA MOHAN

Al Qouz, Dubai

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## SKILLS

- **COMPUTER KNOWLEDGE:**

- MS Word
- Excel
- Power point

- **LANGUAGES:**

- English
- Malayalam
- Tamil
- Hindi

## PERSONAL DETAILS

**DOB:** 15/04/1990

**Gender:** Female

**Nationality:** Indian

**Marital Status:**  
Married

## CAREER OBJECTIVE

Aspiring for a challenging career with a reputed institution where i could utilize my knowledge, exposure, experience and colleagues and subordinate, which will be the best interest of the institution ,thereby enabling me to thrive in my career through job satisfaction recognition and monetary benefits. Utilize my skills knowledge and talent for company growth and thereby achieving self growth.

## EXPERIENCE

- **Operation Manager at Union Tyre Agencies**  
**Pathanamthitta, Kerala, India**  
**April 2018 – November 2019**

Managing all the stock availability, Entering GST Purchase and sale bill of tyre, Answering the queries of customer and checking the software updates of the system

- **ADMIN at Ticyt (The Indian Cyber Technology)**  
**Chengannur, Alappuzha, Kerala, India**  
**October 2016 – January 2018**

Conducting job interviews for new arrivals and conducting the selection process, distributing information within an office, includes answering phone calls, taking memos and maintaining files and ensure that there is a good relationship between the workers of the company.

- **ASP.NET Tutor at Ticyt (The Indian Cyber Technology)**  
**Chengannur, Alappuzha, Kerala, India**  
**July 2013 – July 2015**

Work in a development team to develop integrated ASP.NET And teaching basics of the HTML,Dreamviwere,.net. Perform design and development of web based services and applications. Work closely with quality assurance team to ensure delivery of high quality and reliable web applications.

**Passport No:**  
L4898028

**Passport Expiring :**  
30/10/2023

**Passport Issued:**  
Trivandrum

**Visa Status:** Visiting  
Visa

**Visa Expiring:**  
10/03/2020

### Academic Projects:

- **Project1 Title: Project Outsourcing Freelancer Website**  
**Description:** The buyer or the companies may bid for project as well as discuss about the project on clarification board. Buyers also have the option to select the provider or vendor to do there project
- **Project2 Title: Display Location When Calling**  
**Description:** When we disconnect a call from someone, we will receive a text message and it will show the location of the caller.

### INTERESTS

- Travelling
- Listening to music
- Reading Books

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## MISSION & RESPONSIBILITIES

- Building strong work relationship with clients.
- Actively develops technical skill through on the job and through formal training.
- Identifies and communicates engagement issues as well as engagement progress in timely and organized manner.
- Works on an effective team member to complete project components and assigned tasks, including

## EDUCATION QUALIFICATION

- **M.Sc. Software Engineering (78%)** –Vivekanandha Institute Of Engineering & Technology For Womens, Namakkal Dist. Tamil Nadu. Anna University Coimbatore, Tamil Nadu, India. Batch: 2008-2013.
- **High Secondary (60%)** –St'Pauls Higher Secondary School, Pathanamthitta Dist. Kerala, Board of Higher Secondary Education, Gov. of Kerala India. Batch 2006-2008
- **S S L C (58%)** – Catholicate Higher Secondary School, Pathanamthitta Dist., Kerala Board of Public Examination, Kerala, India. Batch 2005-2006

## DECLARATION

I hereby declare that the above given details are true & best of my knowledge.

04/12/2019

AKILA MOHAN