



# Ankitha Asokan

## IT SUPPORT/ADMINISTRATION

### CONTACT

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### PERSONAL DETAILS

NATIONALITY: INDIAN

DATE OF BIRTH: 6th may 1996

MARITAL STATUS: MARRIED

VISA STATUS: SPOUSE VISA

LANGUAGES: ENGLISH,

TAMIL MALAYALAM, HINDI

PASSPORT NO : U4567342

( EXPIRY DATE : 29 / 06 / 2030 )

### SKILLS

Professional Experience in IT Industry on IT supporting  
Proved excellence in client supporting Experience in all stages of software implementation Experienced in database testing including writing queries ,executing stored procedures  
Have the quality to manage work so as to finish in given time Document Control

Trouble shooting and issue Resolution  
End-user Training and Support  
Client Relationship Management  
System Implementation  
Detailed Documentation  
Information Technology The ability to use computer software and applications Has basic knowledge of software and hardware applications and their usage in the department

## PROFILE

Qualified and competent IT professional with 1 years of proven experience in IT Data entry operator and documentation. Hold excellent knowledge on various Operating Systems, Programming & Scripting Languages. duty is to enter customer and account data from source documents within time limits.

With the rapid growth of IT industry in India, the demand of computer professional is increasing day by day. This increasing growth of IT industry has created a lot of opportunities for the computer graduates.

## EXPERIENCE

- **IT SUPPORT/ADMIN**  
**Mayfair Machinekraft | August 2019- Sep 2020**
  - Uploading & Downloading Data operators duty is to enter customer and account data from source documents within time limits  
Compiling, verifying accuracy and sorting information to prepare source data for computer entry  
Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output. Insert customer and account data by inputting text based and numerical information from source documents within time limits.  
Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry. Review data for deficiencies or errors, correct any incompatibilities if possible and check output Research and obtain further information for incomplete documents Apply data program techniques and procedures  
Generate reports, store completed work in designated locations and perform backup operations. Scan documents and print files, when needed Keep information confidential  
Respond to queries for information and access relevant files maintaining

## EDUCATION

**BACHELOR OF COMPUTER APPLICATION(BCA)**

**UNIVERSITY OF KERALA,, , INDIA | SEPT 2014 - MAY 2017 PERCENTAGE-73%**

**MASTER OF COMPUTER APPLICATION(MCA)**

**University of KERALA,INDIA,| AUG 2017-JUNE 2019 PERCENTAGE-73%**

## PROJECTS HANDLED

- ONLINE CHESS GAME(MCA,MINI PROJECT)
- WEB VULNERABILITY SCANNER(MCA,MAIN PROJECT)
- DIRECT RECRUITMENT CELL(BCA ,MAIN PROJECT)

## SOFTWARES SKILLS

- Platform - Dot Net
- (C#,Asp.Net)
- Database -SQL Server 2005,SQL Server 2008, SQL Server2008R2
- Visual and Studio 2005, 2008, 2010
- Scripting language -Html Python

## SPECIAL SKILLS

- Advanced computer user and gets along very well with MS Office such as Microsoft Office : Word, Excel, PowerPoint)ERP job scheduling
- Programming Languages: C, Java, C++, CSS, PHP, Asp.net, python : SQLServer2008, Visual Studio, .NET. Having excellent working experience on computer hardware, software &the internet.