



Email id : [kavyasunisaji@gmail.com](mailto:kavyasunisaji@gmail.com)  
 Mobile : +971 – 581245902  
 Address : Sharjah, U.A.E

## SOFTWARE SKILLS

- JAVA
- J2EE
- C
- C++
- MS Office Package

## KEY SKILLS

- Customer Management
- Office Co-Ordination Skills
- Data Entry
- Files management & Record Keeping
- Organizational skills
- Able to work independently / Team.
- Active Listening
- Communication Skills
- Presentation Skills
- Interpersonal Skills
- Decision Making skills
- Accounting Skills
- Attention to Details
- Task & result oriented
- Meeting Planning
- Time management
- Calendar Management

## PERSONAL DETAILS

Age & DOB : 26 & 30/08/1995  
 Nationality : Indian  
 Passport No : S4172162  
**Visa type** : **Spouse Visa**  
**Availability** : **Immediately**  
 Languages : English, Hindi  
 Known : Malayalam, Tamil

# KAVYA.S.S

## Admin & Sales Coordinator / Software Engineer

- ✚ Responsible **Sales Co-Ordinator** and proficient in **Customer service & Administrative** duties.
- ✚ Dedicated to bettering the customer experience with reliable product education, timely assistance, helpful feedback, and respectful conflict management response.
- ✚ **Computer Science Engineering graduate** with excellent communication & interpersonal skills.
- ✚ **Seeking a position where I can utilize my skills and perform at high levels to achieve the company's goals.**

## Work Experience in India

### ADMIN & SALES Co-ORDINATOR

#### **CHEMMANUR CREDITS & INVESTMENT LTD (DEC 2020 - OCT 2021)**

- Communicating and promoting about the best Offers, Terms & Conditions for Loans and Investments and helping them to choose the best offers suits them.
- Confident communicator with the ability to lead colleagues, respond to customer inquiries, and mediate conflict.
- Performs clerical & reception duties like answering phone calls and emails, greeting and directing office visitors to designated meeting areas and building spreadsheets or presentations for leadership staff.
- Coordinating the sales team by managing schedules, filing important documents and communicating relevant information by preparing & updating daily, weekly & monthly sales reports.
- Ensuring the adequacy of sales-related equipment or material.
- Maintain relationships with existing as well as new clients.
- In-depth knowledge of administrative recordkeeping practices.
- Arranging and managing daily office stationery requirements.
- Maintain confidentiality with sensitive information and correspondence.

### SOFTWARE ENGINEER-TRAINEE

#### **QUEST INNOVATIVE SOLUTIONS Pvt Ltd (JUNE-2018 - JUNE 2019)**

- Develop user interfaces for modern rich internet applications with the latest technologies.
- Analyze programs and apps to improve their features and functionalities.
- Test & debug programs and fix any reported bugs.
- Collaborate with the tech team to improve the performance, efficiency, and scalability of our tools.
- Participate in internal meetings, workshops and presentations
- Consistently deliver on commitments on time and with quality.

## ACHEIVEMENTS

AUTHORITY	YEAR	DETAILS
QUEST INNOVATIVE SOLUTIONS	2018	🏆 Certification course as “Java Full stack Developer”
Technopark	2018	🏆 Internship program based on Python Language
C-DAC	2012	🏆 Diploma in Multilingual Computer Programming

## EDUCATIONAL QUALIFICATIONS

COURSE	YEAR	UNIVERSITY/BOARD
Computer Science Engineering	2014- 2018	ANNA UNIVERSITY, CHENNAI, INDIA
12 <sup>th</sup> Grade	2012- 2014	HIGHER SECONDARY, KERALA, INDIA
10 <sup>th</sup> Grade	2012	SSLC, KERALA, INDIA

## ACADEMIC PROJECTS UNDERTAKEN

**Project Topic :** “Then and Now On the Maturity of Cybercrime Markets”

**Front End:** HTML, JS , **Back End:** Java, My SQL

**Platform:** Java , **Area:** Network Security.

## DECLARATION

I hereby declare that the above-mentioned information's are correct and I bear the responsibility for the correctness of the above-mentioned particulars.

Date: 24/01/2022

Kavya S S