ANILA   ANILKUMAR
COMPUTER   SCIENCE   ENGINEER

To,
<u>The Human Resources Manager</u>.

Dear Sir,

I am writing to express my interest in your current opening for a Computer   Science   Engineer
. Please accept my resume for your consideration. With over 2 years' experience in computer operator & programming assistant,. I am confident that my contribution would be a valuable asset.

My resume, which I have enclosed for your review, contains additional details about my professional expertise. Looking forward to the opportunity to meet with you to discuss the qualifications I would bring to your organization. Thanks you for your consideration.

I am available for an interview in person or telephonic, and I can be contacted on 0563938562
 Or by email at anilaanilkumarpallathuvalayil@gmail.com

 Sincerely,
ANILA   ANILKUMAR

ANILA ANILKUMAR
☏ +971563938562
✉ Email: anilaanilkumarpallathuvalayil@gmail.com

📣 **CAREER OPBJECTIVE**

To face the challenges of the job efficiently and to associate myself in an organization which has both individual and organizational growth.

📣 *PROFESSIONAL QUALIFICATION*

- ✓ 2016-2017   BPO Training   Transorze Solution
- ✓ 2012-2016   Computer Science Engineering   St. Antony's Institute Of Engineering
- ✓ 2011-2012   plus Two   Board OF Higher Secondary Examination
- ✓ 2010-2011   SSLC Kerala Board of Public Examination

📣 *TECHNICAL PROFILE ACHIEVMENT*

- ☀ Web Technologies   :   HTML, CSS, JAVASCRIPT, ASP.NET
- ☀ Language   :   C, C++, JAVA-Programming
- ☀ Application package & tool   :   MS Office and front page

📣 *PROFESSIONAL EXPERIENCE*

Latest Employer ;   **Info park Smart Space Kochi**

Designation   ;   Computer Operator & Programming Assistant

Duration   :   2019 TO 2020
RESPONSIBILITIES
  ➢ Operation of a medium to large midrange computer system
  ➢ Perform back-up procedures and tracking of data.
  ➢ Monitor system operations and system performance
  ➢ Maintain and manage files on the system
  ➢ Verify and log problems into tracking applications.
  ➢ Understand and use the applicability of ISO work instructions.
  ➢ Monitor and manage automated transmission software
  ➢ Monitor and manage multiple-client batch streams.
  ➢ Operate multiple-user computer systems.
  ➢ Perform data processing operations.
  ➢ Follow documented procedures.

Previous Employer ;   **Transorze Solution**

Designation   ;   Computer Programming Assistant
Duration   :   2018 TO 2019

RESPONSIBILITIES

➢ Set controls on **computers** and peripheral devices.
➢ Run **computer tasks**.
➢ Maintain logbooks or records for job runs.
➢ List malfunctions that occur during shift.
➢ Monitor systems remotely.
➢ Watch closely for error lights.
➢ Locate and solve other malfunctions.
➢ Load files onto storage media.
➢ Help network administrators ensure network connections are in place.
➢ Ensure network and servers are functioning properly.
➢ Connect computer peripherals for users.
➢ Help new employees get their computer running.
➢ Clear equipment at end of operating run and review schedule

PERSONAL DETAILS

☀	Name	☀	ANILA ANILKUMAR
☀	Gender	☀	Female
☀	Date of Birth	☀	23/01/1996
☀	Nationality	☀	Indian
☀	Religion	☀	Hindu
☀	Marital Status	☀	Married
☀	Current Position	☀	Computer Operator & Programming Assistant
☀	Current Location	☀	United Arab Emirates/ Dubai

PASSPORT AND VISA DETAILS

☀	Passport No	T6869272
☀	Place of Issue	Trivandrum, Kerala, India
☀	Date of Expiry	08/07/2029
☀	Type of Visa	Visit visa
☀	Visa expire	10/01/2021

LANGUAGES KNOWN

☀	To Speak	:	English, Malayalam, Tamil
☀	To Read & Write	:	English, Hindi, Malayalam

REFERENCES AND AUTHENTICATED DOCUMENTS WILL BE FURNISHED UPON REQUEST.