



**SITHARA VAISHAK**

**COMPUTER ENGINEER**

**+971 56 1626483**

[sitharasreedhar775@gmail.com](mailto:sitharasreedhar775@gmail.com)

### **SOFTWARE SKILLS**

- Expert in MS Excel
- Expert in MS Word
- Expert in HTML
- Knowledge in
  - PHP
  - Java
  - C++
  - C
  - DBMS
  - SQL
  - Visual Basic
  - Photoshop

### **LANGUAGES KNOWN**

- English
- Hindi
- Malayalam

### **PERSONAL INFO:**

**Date of Birth - 23/02/1993**

**Marital status - Married**

**Nationality - Indian**

**Visa Status - Visit Visa**

**(Valid Till Dec-5)**

### **PASSPORT DETAILS:**

**Passport No - U 3041942**

**Date of Expiry - 02/08/2030**

**Place of issue - Kozhikode**

### **ADDRESS:**

Souq Al Khabeer 1,  
Near. Al Fahidi Metro,  
Dubai.

## **CURRICULUM VITAE**

### **OBJECTIVE**

A challenging and exciting career in Computer engineering, where they have an opportunity to utilize and hone sales skills, leadership potential, technical skills and academic credentials.

### **CAREER HIGHLIGHTS**

1. Worked at *G-Tech Computer Centre* as a Customer Service cum Sales Coordinator for 1 year.
2. Worked at *Chinmaya Vidyalaya* as an Administrator and Computer Teacher for 2 years.
3. Worked at *Rutronix Govt. of Kerala* as a Trainer for MS Office and other programming Languages for 1 year.
4. Worked at *Eureka Forbes Ltd* as a Sales Coordinator for 1 year.
5. Completed 6 months Training in Web designing from *One Zero Computer centre*.

### **JOB RESPONSIBILITIES**

1. Organization : **G-TEC Computer Training Institute**  
Designation : **Customer Service cum Sales Coordinator (2018-19)**

- Resolve customer complaints via phone, email, mail, or social media.
- Use telephones to reach out to customers and verify account information.
- Greet customers warmly and ascertain problem or reason for calling
- Collaborating with other departments to ensure sales, marketing, queries, and deliveries are handled efficiently.
- Developing and maintaining filing systems so as to maintain sales records, prepare reports, and provide financial information to the finance department.
- Hiring and training sales staff and ensuring staff meet their quotas and goals.
- Managing budgets for expenses like bonuses, marketing, and travel.
- Making the company's products and services as attractive to potential customers as possible

2. Organization : **Chinmaya Vidyalaya**  
Designation : **Administrator & Computer Teacher (2016-2018)**

- Checking all the emails through the outlook and sent proper response to other organization.
- Possibly maintaining the school social media accounts.
- Organize, maintain and manage class systems in proper working condition.
- Design and develop appropriate computer instructional material.
- Operation of the computers and the network, supervision of lab equipment and facilities.
- Keeping records of equipment and lab supplies, and maintaining the security of the lab.
- Provide assistance such as clearing paper jams in printers and scanners, refilling ink toners and supplying paper.
- Responsible for the budget of the lab such as purchasing supplies and researching and purchasing replacement equipment.
- Know how to operate and maintain all related computer equipment in the lab, such as printers, projectors, speakers and scanners.
- Provide backup of software and perform equipment repairs or arrange for repairs to be completed.
- Initiate and implement systems, procedures and other student management issues.
- Develop and implement lesson plans and classroom activities in consistent with the student management issues.
- Integrate special lesson plans with core academic curriculum.

3. Organization : **Rutronix Govt. of Kerala**  
Designation : **Trainer for MS Office, C++, Java, VB (2015-2016)**

- Develops and leads training programs for individuals to learn about the Microsoft Office suite of software.
- Oversees the lesson planning and prepares materials for the classroom, then leads lectures, group activities and hands-on demonstrations with Microsoft Office software.
- Design, development, and management of Java-based applications.
- Devising technical training programs according to organizational requirements.
- Producing training schedules and classroom agenda.
- Determining course content according to objectives.
- Design and develop components using Microsoft Access and Visual Basic 6.0.
- Create and code new functionality.

#### PERSONAL SKILLS

- Excellent presentation skills and effective communication skills.
- Self-Motivated, Responsible and focused on final results.
- Excellent leadership qualities with strong, interpersonal skills.
- Good knowledge in MS office and programming languages.
- Process excellent planning, organizing and problem solving skills.
- Effective and Systematic at any kind of working condition.
- A quick learner and easily adoptable to new works environment and systems.

#### ACADEMIC QUALIFICATION



Course : Degree of Bachelor of Computer Applications (Passed with above 60% marks)  
Institute : Kannur University, Kannur, India.  
University : Kannur University, Kerala.



Course : 3 Years Diploma in Computer Engineering (Passed with 74% marks)  
Institute : Govt. Polytechnic College, Kasaragod, Kerala, India.  
Board : The Directorate of Technical Education, Kerala.



Course : 12<sup>TH</sup> Grade (Passed with 75% marks)  
Institute : Chayoth Govt. Higher Secondary School, Kasaragod, Kerala, India.  
Board : The Directorate of Higher Secondary Education, Kerala.



Course : 10<sup>TH</sup> Grade (Passed with 96% marks)  
Institute : Thayannur Higher Secondary School, Kasaragod, Kerala, India.  
Board : Kerala Board of Secondary Education, India.

#### DECLARATION

I hereby declare that the above stated information is true, correct and complete to the best of knowledge and belief. I also assure that upon getting an opportunity for a personal interview I shall exhibit all the original documents for your ready references.

**Sithara Vaishak**  
**Dubai**