

Resume

ANISHA S. S

Software Engineer

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CAREER OBJECTIVE:

To become a successful professional in the field of Information Technology by utilizing my skills and enable further personal and professional development and work towards the prosperity of the organization.

ACADEMIC QUALIFICATIONS

COURSE	UNIVERSITY/ BOARD	INSTITUTE	YEAR OF PASSING	PERCENTAGE/ CGPA
SSLC	State Board of Tamilnadu	St. Joseph's Higher Secondary School, Madhavaram, Thirithuvapuram.	2004	80%
+2	State Board of Tamilnadu	St. Joseph's Higher Secondary School, Madhavaram, Thirithuvapuram .	2006	65%
DCT	Board Of Technical Education	Sun Instituite Of Technology,Nagercoil	2009	84.5%
B. E. (Computer Science and Engineerig)	Anna University, Chennai	Maria College of Engineering and Technology,Attoor.	2013	7.4(CGPA)

COMPUTER SKILLS: -

- MS-Office
- HTML
- CSS
- XHTML
- Word Press
- Tally

WORK EXPERIENCE: -

- Worked as a **Web Designer** in **Dunlark Technologies Pvt Ltd**, Padanthalumoodu from 11th Nov 2014 to 10th April 2016.
- **Managing in a study center** at Arumanai, Kanyakumari, Tamilnadu from Sep 15th 2016 to 23rd 2020 December.
- Working as a **Purchase Assistant** in **Kapaz General Trading**, UAE from February 2021

WORK DESCRIPTION

➤ **Web Developer**

- Build websites using WordPress.
- Prepare website proposals to present to clients.
- Provide technical support to clients.
- Write coding using HTML and CSS.
- Design new features for existing websites.
- Work on a new mobile development project to expand the company into mobile website development services
- Work with lots of Woo Commerce project

➤ **Managing Study Centre**

- Support & coach team managers in implementing development and training plans and allocating time and resources to maximise performance
- Manage team performance, setting clear objectives and targets. Provide guidance, support and communicate to the team
- Hold monthly financial reviews with the Finance Manager to monitor financial performance and where necessary implement actions to improve financial position.

➤ **Purchase Assistant**

- Monitoring stock levels and identifying purchasing needs.
- Conduct market research to identify pricing trends.
- Evaluate offers from vendors and negotiate better prices.
- Maintain updated records of invoices and contracts.
- Keep accurate records of purchases made.
- Follows up on orders to ensure that materials are shipped and delivered on promised dates.
- May inspect products received for quality and quantity to ensure adherence to specifications
- Prepared purchase orders, solicited quote proposals and suggested course of action for procurement of requisitions for materials and services

Personal Trait:

- Creative and logical
- Flexible
- Enthusiastic in learning new technologies
- Punctual

Passport Details

Passport No : L 5474819
 Date of Issue : 03/12/2013
 Place is Issue : Madurai, India.
 Date of Expiry : 02/12/2023

Personal Profile

Name : Anisha S.S
Husband's Name : Mr. R.Prince
Gender : Female
Date of Birth : 23rd March 1989
Nationality : Indian
Marital Status : Married
Visa Status : Husband Visa
Languages Known : English, Tamil, Malayalam, and Hindi
Hobbies : Watching TV, Cooking, Gardening

Declaration:-

I hereby declare that all the information given above is true and to the best of my knowledge.

Date:
Place:

Signature
S.S.Anisha