



# Ankitha Asokan

Software Developer

## CONTACT

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## PERSONAL DETAILS

**NATIONALITY:** INDIAN

**DATE OF BIRTH:** 6<sup>th</sup> 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

### • DATA ENTRY OPERATOR

Mayfair Macjinekraft | August 2019- Sep 2020

- Uploading & Downloading Project Files in Aconex and maintaining Logs for Data entry 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)

## SOFTWARESKILLS

- 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

## SPECIALSKILLS

- 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.