



Ankitha Asokan

Software Developer

CONTACT

+ 9 7 1 - 0563799026

Ankithaasokan896@gmail.com

PERSONAL DETAILS

NATIONALITY: INDIAN

DATE OF BIRTH: 6th 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.