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| **JESNA VARGHESE**  B. Tech (Electronics & Communication) |  | **Mobile : 09048228737**  **Email :** [**jesnapaul89@gmail.com**](mailto:jesnapaul89@gmail.com) |
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| **AREAS OF EXPERTISE: Software Development experience in** Asp.Net **/ Database administration & management. Professional experience in Business Accounting Lead Role in Medium / Small Organizations. Excellent Team player / Functional Leader. Hands on experience with installation and maintenance of Business Automation Software Solutions** |

**Strengths**

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| * Good knowledge of accounting concepts | * Strong administration skills |
| * Computer literate in Office Suites | * Superb organizing skills |
| * Excellent interpersonal skills | * Good communication skills |
| * Exceptional team management skills | * Quick decision-making abilities |
| * Skillful in handling pressure | * Outstanding presentation skills |

**Core Competencies**

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| * Accounting & General Administration | * Supervision & Time Management |
| * Expertise in development concepts | * Client Relations & Problem Solving |
| * Competence in HTML, Crystal Report | * Adept in Asp.Net, C, C++,C# |
| * Financial Analysis, Forecasting | * Operational Support, Sales coordination |
| * Expert in ASP/VB.NET & WPF | * Proficiency in SQL query language |

**Career Growth:-**

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| **Position / Role** | **Organization Details** | **Period** |
| Software Engineer | M/s. NeST Tech Park,Kakkanad | April 2019 till date |
| Software / HR Admin | M/s. Bluebird Packaging LLC, Dubai | Dec 2014 to May 2017 |
| System Controller | M/s. Computer Services of India Pvt. Ltd, Kochi | Dec 2013 to Oct 2014 |
| Software Programmer | M/s. Innate IT Solutions, Kochi | July 2012 to Dec 2013 |

**Educational Qualifications: -**

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| |  |  |  |  | | --- | --- | --- | --- | | Qualification & Year of Pass | Institution | University | Aggregate | | BE – 2012  [Electronics & Communication Engg.] | Park College of Engineering, Coimbatore | Anna University | 7.3 CGPA | | Plus 2-2008 | Brahmanandodayam HSS, Kochi | VHSC | 76% | | SSLC- 2006 | Anita Vidyalaya HSS, Kochi | Board of Technical Education | 84% | |  |
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**Computer & IT Skills**

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| * MS Windows (XP, Vista, Windows 7, Windows 8, Windows 10) * MS Office Applications (MS Outlook, Excel, MS Access, MS Word, Power Point,) * Language: Asp.Net, C, C++,C# * Database: My SQL * Web Technologies: HTML, Crystal Report, Web Report, WPF * Tally ERP 9 * Excel Basic ideas of calculation, Entering data and functions |

**PROFESSIONAL EXPERIENCES: -**

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| **Position / Role** | **Organization Details** | **Period** |
| **Software Engineer** | **M/s. NeST Tech Park,Kakkanad** | **April 2019 till date** |

**Key Responsibilities:**

* Develops information systems by designing, developing, and installing software solutions.
* Develops software solutions by studying information needs, conferring with users, and studying systems flow, data usage, and work processes.
* Follows the software development lifecycle.
* Documents and demonstrates solutions by developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code.
* Prepares and installs solutions by determining and designing system specifications, standards, and programming.
* Provides information by collecting, analyzing, and summarizing development and service issues.
* Accomplishes engineering and organization mission by completing related results as needed.
* Document and maintain software functionality.
* Troubleshoot, debug and upgrade existing systems.
* Deploy programs and evaluate user feedback.

**SQL Knowledge:**

* Designing databases and ensuring their stability, reliability, and performance.
* Design, create, and implement database systems based on the end user's requirements
* Prepare documentations for database applications.
* Develop database schemas, tables and dictionaries.
* Ensure the data quality and integrity in databases.
* Fix any issues related to database performance and provide corrective measures.
* Create complex functions, scripts, stored procedures and triggers to support application development.
* Test databases and perform bug fixes.

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| **Position / Role** | **Organization Details** | **Period** |
| **Software – HR Administration** | **M/s. Bluebird Packaging LLC, Dubai** | **Dec 2014 to May 2017** |

**Key Responsibilities:**

* Direct reporting to Managing Director.
* Developing the software.
* Debug and correct the errors occurred in the developed software.
* Supplier invoices Validation / Approval Sign off - pricing / payment terms/ contractual clauses.
* Review supplier invoices / expense vouchers logged into the finance system
* Monitor & review supplier accounts Reconciliation.
* MIS finance report – Review / recommend to Management Director review and approval.
* Review timely payment of all outstanding invoice and bank transfers in line with policies, procedures and authorizations of the company
* Review - Payroll & issue certified authority.
* Maintain petty cash and proper filing system for all transactions, and prepare cash flow reports for audit and accounting purposes
* Assist with documentation and other duties as directed by the Finance Manager
* Administer and control office overheads, manage invoices, and document all processes and systems
* Monitor and maintain all payable and receivables, prepare invoices and updates on all accounts.
* Manage journals, update entries, perform research, reconcile bank accounts and resolve all issues in processes
* Maintain customer database, organize customer contracts, evaluate agreements and ensure efficient client services
* Maintain all files and invoices electronically and manually and prepare records of minutes of meeting.
* Perform various administrative tasks, prepares correspondence, provide support to administration staff, coordinate with management and give operational support
* Managing employee-related issues such as, staff expenses, visa renewal, planning annual leave timings, assessing gratuity and other employee benefits
* Organize, plan and prepare meetings, conferences and conference tele-calls
* Prepare outstanding payments of customers, follow up
* Sales coordination, maintain job-costing sheet, documentation, inventory control and warehouse management
* Office administration, responding to public inquiries, maintaining adequate inventory of office supplies, handling administrative expenses
* Prepare financial reports, statements and projections and handling accounts up to finalization

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| **Position / Role** | **Organization Details** | **Period** |
| System Controller | M/s. Computer Services of India Pvt. Ltd, Kochi –Xerox Organization | Dec 2013 to Oct 2014 |

**Key Responsibilities:**

* Tested and implemented SQL data base by applying knowledge of DBMS
* Coordinated physical changes to computer data bases and codes
* Established physical data base parameters
* Coded SQL data base descriptions and specified identifiers of SQL data base
* Directing others in coding data base descriptions
* Calculating optimum amount of memory to be used by SQL database
* Tested and corrected errors and refined changes to data base
* Directing programmers and analysts to make changes to data base management system
* Correcting the Errors through query by SQL

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| **Position / Role** | **Organization Details** | **Period** |
| Software Programmer | M/s. Innate IT Solutions, Kochi | July 2012 to Dec 2013 |

**MAJOR PROJECTS**

**Project # 1 Timesheet Management System**

**Project Description:** This project records the amount of time spent on each job by the worker / employee. Timesheet Management System can also read mails(IN/OUT Status) from pop mail server, using Pop3 protocol, review consolidated attendance reports of employees (daily/weekly/monthly/yearly)and send email information for unwanted Mail status.

**Role in the Project:** Staff Registration Form, List View, Time Zone, Conversion and Design

**Software used**: ASP.NET, C#, SQL Server 2005 on Framework 3.5, Crystal report

**Project # 2: Framework for Content Management Web sites (CMS)**

**Client:** <http://www.oilmarkintl.com>, <http://www.innate-solutions.com/>

**Project description:** Content Management Framework configures CMS Websites in efficient method. Main modules are Page management, Image/ Video Gallery, Google Analytics, Code Generator; Sitemap (XML) files Creation, Visitors IP Address Storage, and News Letter Subscription Details.

**Role in Project:** Menu Generation, Class Creation, Managing the admin side by Page Management and User side designs using CSS

**Software used:** Asp.NET using C#, SQL Server 2005 on Framework 4

**Project#3: Management Information System (MIS)**

**Project Description:** Management Information System manages information of the client by first registering the call of a client and then following it up. The MIS then converts the call into positive and negative categories and shows Invoices and Receipts of the client and adds report of all the details.

**Role in Project:** Receipt and Invoice creation; Report generation, Form designing and Validation

**Software used:** Asp.NET using C#, SQL Server 2005 on Framework 4, Crystal report

**Project # 4: E-Commerce Website (Responsive)**

**Client :** <http://www.openstall.in/>

**Project Description:** This project manages online orders of consumers and includes Customer login, Orders, Invoice, Receipt, Dispatch, Cart, Delivery of Products and Payment Gateways.

**Role in Project:**Coding

**Software Used:**Asp.NET,C#,SQLServer 2005, Payment Gateway, Web service on Framework

**Project # 5: Content Management using HTML**

**Client :** <http://beautyelora.com/>

**Project Description: This**projectisintended for a beauty parlor for promoting itsservices. Details of all services of the parlor and a slideshow presentation of images are included in the project.

**Role in Project:** Structure creation and designing using HTML, XMLforstoring data.

**Software Used:**XML,Web Service, HTML5

**SEMINARS /INDUSTRIAL VISITS**

* National level Seminar – Multimedia & Viscom Technologies
* Industrial Visit – Doordarshan High Power Transmitter, Mangalore
* In plant Training - FACT Instrumentation division – 5 day

**PROJECT : VIRTUAL KEYBOARD**

Laser projection Virtual Keyboard project is the next generation solution to bulky key board.

Virtual keypads claim to provide the convenience of compactness with the advantages of a full-blown qwerty keyboard. These are not real keypads, but virtual ones that can be projected on any surface. The ‘Keypad’ tracks the finger movements and processes that information to decipher the intended keystroke.

This proto model is made of Keyboard projection lasers for area illumination / Image cameras for capturing figure / Linear Laser for sensing etc.

**PERSONAL INFORMATION**

Nationality : Indian

Date of Birth : 20.01.1989

Status : Married

Languages : English, Malayalam, Tamil

Passport Details : L8400028

**JESNA VARGHESE**