VIJITHA C P

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📍 Dubai, UAE

EDUCATION

BE Computer Science And Engineering
SSM College Of Engineering (Anna University), Komarapalayam, India, **2019**

Grade 12
Kerala Board of Higher Secondary Examination, Kerala, India, **2015**

Grade 10
Kerala Board of Public Examination, Kerala, India, **2013**

SOFTWARE PROFICIENCY

- **MS Office**
  Word | Excel | PowerPoint

SOFT SKILLS

- Communication
- Time Management
- Customer Service
- Problem Solving
- Leadership

PROFESSIONAL SUMMARY

Hardworking and focused Administrative professional offering excellent communication, planning and prioritization skills demonstrated through performance. Skilled at drafting reports and business correspondence, managing mail and updating tracking spreadsheets. Exceptional leadership skills with expertise in streamlining workflow to optimize personnel strengths.

SKILLS

- File and Data Retrieval Systems
- Policy and Procedure Modification
- Credit and Collections
- Database Administration
- Security Administration
- Administrative Arrangements
- Account Reconciliation
- Expense Reporting
- Event Coordination
- Office Administration
- CRM Software
- Financial and Operational Reporting

WORK HISTORY

01/09/2022 – 31/10/2023
Malabar Multi State Agro Co-operative Society Limited **- Administrative Officer**, Kannur, Kerala, India

- Updated reports, managed accounts, and generated reports for company database.
- Supervised and guided new employees and responded quickly to questions to improve understanding of job responsibilities.
- Oversaw office inventory activities by ordering and requisitions and stocking and shipment receiving.
- Managed files and records for clients and adhered to safety procedures to prevent breaches and data misuse.
- Consulted with company management to assess requirements and develop operational enhancements to streamline processes and increase team performance.

01/05/2022 – 30/08/2022
Royal Travancore Forex **- Cashier**, Kannur, Kerala, India

- Greeted customers entering store and responded promptly to customer needs.
- Built relationships with customers to encourage repeat business.
- Operated cash register for cash, check, and credit card transactions with excellent accuracy levels.
- Worked flexible schedule and extra shifts to meet business needs.

- Helped customers complete purchases, locate items, and join reward programs.
- Counted money in cash drawers at beginning and end of shifts to maintain accuracy.

02/01/2020 – 30/06/2021
Sourcefile Solutions Pvt. Ltd. **- Laravel Developer**, Bengaluru, Karnataka, India

- Designed, developed, and implemented software applications for website based on analyzed requirements and understanding of industry technical standards.
- Tested programs and databases to identify issues and make necessary modifications.
- Discussed issues with team members to provide resolution and apply best practices.
- Updated old code bases to modern development standards, improving functionality.
- Participated in software field testing to verify performance of developed projects.
- Revised, modularized and updated old code bases to modern development standards, reducing operating costs, and improving functionality.

01/06/2019 – 31/12/2019
Muviereck Technologies Pvt. Ltd. **- PHP Full Stack Developer Trainee**, Selam, Tamil Nadu, India

- Wrote production-ready code with fluency in modern front-end and back-end frameworks.
- Developed, coded, modified and debugged application programs of varying degree of complexity with full independence.
- Built front-end web Interface for engineers to control and monitor onboard system that visualized perceived surroundings and set routes of autonomous driving system.
- Learned new emerging technologies and took initiative to offer technical direction and creative solutions.

ACHIEVEMENTS & AWARDS

- Participated in one day workshop on "**Dynamic Web Application Development using Angular JS**" organized by Department of CSE & IT in association with Kongu Engineering College on 9th February 2018.
- Participating in the Implant Training in **Web Development** conducted by Code Bind Technologies, Chennai from 12 June 2017 to 16 June 2017.

DECLARATION

I genuinely declare that all the facts mentioned above are true to my faith and I am answerable for its accuracy.