

CURRICULUM VITAE

Simi

For further information please contact Jude – Employment Co-ordinator
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Personal Statement

I am a **New Zealand resident seeking a position in ANY field** where I can **apply my skills and experience in:**

- **Website development**
- **Computer Tutoring/Training**
- **General administration**
- **Or any related work**

I have realistic job expectations and would appreciate any entry level opportunities your company may have to offer.

Key Work Skills and Attributes

- Practical knowledge and skills in website development includes:
 - ✓ Designing Webpage
 - ✓ Programming and creating databases
- Computer skills in:
 - ✓ **Operating Systems:** Dos, Win-98, Win-NT, UNIX &Linux
 - ✓ **Microsoft Office** MS-Excel, Word, Power point
 - ✓ **Relational Database Management:** Oracle, My SQL, MS- Access, Developer2000
 - ✓ **Programming Languages:** C, C++, Java 2 .0, Jade, J2ME, Visual Basic 6.0, PHP
 - ✓ **Web Applications:** HTML, XML, Java Script, Web Server Administration of Apache Server
 - ✓ **Software Engineering Tools:** System Analysis, Design, Programming Techniques and Implementations ,Project management, Software management, UML
 - ✓ **E-commerce Principles:** E-commerce Business Strategies
- Over 2 ½ years practical experience as a computer tutor for undergraduate students teaching Oracle, Visual Basic, C, C+,MS Office and Linux.
- Some experience in market research interviewing for Opinions Market Research
- General administration skills in maintaining and processing accounts, letter and report writing, word processing, data entry
- Excellent communication and customer service skills, relates confidently with customers, managers and work colleagues
- A co-operative and accountable team member who enjoys working with others to achieve a common goal
- Strong listening, organisational and people skills, multi-lingual
- Quick to learn new systems and processes
- Accuracy and attention to detail
- Ability to go the extra mile to get win-win outcomes

- An effective team member who can work under pressure and meeting deadlines

Achievements

- Received best project leader award during my academic study for maintaining the team and recognising the contributions made by the team members.
- Achieved distinction and received a Certificate of Merit from Aptech having stood 8th in North India on the completion of Advanced Diploma in Software Engineering (honours).
- I achieved merit in database management systems (Oracle) during my Graduate Diploma in E-Commerce

Qualifications

2003- 2004	Graduate Diploma in E-Commerce. Christchurch Polytechnic Institute of Technology, Christchurch, New Zealand
1996-2001	Bachelors of Technology (Computing) Open University of British Columbia, Canada in collaboration with Aptech Computer Education, India
1993-1996	Bachelor of Science (Chemistry, Zoology, Botany) Punjab University, Chandigarh India

Other Modules

Financial Accounting, Micro Economics, Macro Economics, Statistics, Calculus, Business Management, Organisation management, Management & Marketing Principles

Employment History

July 2008-Till date Market Research Interviewer (Casual) Opinions Market Research

Responsibilities

- Completing telephone based surveys.
- Preparing required documents following the company protocol
- Meeting deadlines and reaching targets for the project

Aug 2005- Feb 2007 Checkout Operator (Full Time) Pak N Save, Christchurch

Responsibilities

- Experience of handling cash and sound knowledge of Eftpos.
- Support to customer queries and helping them.
- Cash up the till at the end of the shift.

Dec 2003-July 2004 Retail Sales Person (part time) Farmers, Christchurch

Worked part- time while studying at Christchurch Polytechnic.

Responsibilities

- Experience of handling cash and sound knowledge of Eftpos.
- Worked with Farmers computer software and doing stock transfer.
- Dealing with customer queries

June 2001- May 2003

**Computer Tutor
G.G.N Institute of Management and Technology,
Ludhiana, India (Information Technology & Management Institute)**

Responsibilities

- Teaching under-graduates in Oracle, Visual Basic, C, C+, and Linux.
- Developed lab lessons of various computer courses e.g.: Linux, Oracle and assisted in writing technical manuals
- Assisted students with their project work and project management and solved their technical and logical problems. Planning, implementing new learning policies for students.
- Arranging software projects and quiz to test the skills of students.
- Maintained the Computer labs and worked on the LAN network.

**Jan 2001- May 2001 Computer Tutor
Aptech Computer Education Ludhiana, India
Information Technology Institute**

Responsibilities

- Teaching students MS-office, Oracle, and Visual Basic
- Maintaining Computer Labs and working on the LAN network
- Assisted students in the computer lab sessions and solved queries

Feb 2000- Jan 2003 Office Administrator (Part time) Kiran Lubricants, Ludhiana

Responsibilities

- Recording day to day records in the financial accounting package
- Maintain equipment and stationery supplies
- Carry out receptionist duties such as greeting visitors and answering telephone calls
- Type letters, reports and other documents

Project Work

As part of the Graduate Diploma in E-commerce (2003/4 Christchurch), I completed the following projects:

JAVA Mobile Game Development

For Make TXT Ltd as a 6 months co-operative education project

- Designing and developing the JAVA mobile game.
- Created a new concept for a jet boat game.
- Designed the background screens and images with JASC PRO version 8.
- Development was done using J2ME.
- The unit testing was done on an emulator and final testing was performed on the mobile device according to the developed testing plan.
- The project management report was prepared describing each phase in the software development life cycle.

Web Site Development

On Sea Turtles

- Designed the layout of the web page. Eg- Background, images, pictures, navigation and colours
- Researched and gathered information about turtles on the internet and added images and video clips
- Developed the website using HTML and JAVA script
- Coding was done using CSS, forms and multimedia.

The second web development project was done as a part of Server Side Programming subject for a Photographic company using PHP and MYSQL

- Designed a database in MYSQL based on the Entity Relationship Diagrams and the Data Dictionary
- PHP code was written to build the database structure and load the data into each table. Use case and the PHP code was written for creating owner and customer login form.
- Customer could access the site and place orders for photographs for each event
- The owner records the payment of the orders and dispatches the photos
- The owner can add a new event and upload photographs on the website

References (available on request)
