

## **RINCY RAJU**

Jiji Bhavan,  
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### **CAREER OBJECTIVES**

To obtain a challenging and responsible position in an organization where I can utilize my capability to achieve the organization's goals and create mutual benefits.

### **EDUCATIONAL QUALIFICATIONS**

Year of pass	Examination	Institution	Marks Obtained
2018	MSc Computer science	College of Applied Science, Adoor	81%
2015	BCA [Bachelor of Computer Application]	University Institute of Technology, Kottarakara	78.79%
2012	Plus Two	DVNSS HSS, Poovattoor	75%
2010	SSLC	KNNMHSS, Pavithreswaram	94.44%

### **TECHNICAL SKILLS**

Technical Skills	Details
Languages Technologies	PHP, ASP.net, JavaScript, Java, SQL, HTML, C, C++, Visual Basic etc..
Data Base	My SQL Server 2008
Operating System	Microsoft Widows
MS Office	Word, Spread Sheet, Power Point, etc.

## **EXPERIENCE**

**2020–2021**

### **Office Assistant**

- The Popular Associates, Kollam, Kerala, India • Providing clerical secretarial assistance, preparing reports, handling information request, performing bookkeeping functions, arranging meeting calls and scheduling conferences etc..

**2015-2018**

### **Teacher**

- Kavitha Academy, Pavithreswaram P. O, Kollam, Kerala. Higher Secondary computer Science Teacher.

## **ACHIEVEMENTS & SKILLS**

- Kerala University Second Rank holder in MSc Computer Science.
- Effective communication skills.
- Ethical use of Social Medias for organization performance enhancing.
- Patience to express and teaching a topic.
- Power to handle secret data's and files of an organization.

## **PERSONAL DETAILS**

<b>Nationality</b>	<b>Indian</b>
<b>Religion</b>	Christian
<b>Marital Status</b>	Married
<b>Gender</b>	Female
<b>Languages Known</b>	Malayalam, English, Hindi
<b>Date of birth</b>	29 Sep 1994
<b>Visa</b>	Visiting Visa
<b>Passport Issue Date</b>	26 Feb 2021
<b>Passport Expire Date</b>	25 May 2031

## **DECLARATION**

I hereby declare that the above information is complete and accurate to the best of my knowledge.

Place: Sharjah  
Date: 18/10/2021

Rincy Raju