MINU MARIYAM PANICKER

Abu Dhabi, UAE
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CAREER SUMMARY:

An Engineering graduate seeking for a suitable **Admin** job in an ambitious company. Administrative support professional offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Have well knowledge in Core JAVA, PYTHON with web development and also in SOFTWARE TESTING**.**

KEY SKILLS:

OFFICE SKILLS:

- Office Management

- Database Management

- Spreadsheets/Report

- Event Management

- Calendaring

- Front/Desk Reception

SOFTWARE (JAVA, .NET, SOFTWARE TESTING):

- Expertise in Client / Server and application development using **Java, J2ee** technologies.

- Handling Java development, including design and troubleshooting of applications.

- Handling diverse facets of .NET development, analysis and designs and having programming experience in ASP.NET.

- Comprehensive knowledge of Software Testing Life Cycle, Manual and Automation Testing Tool and experience in working on Mainframe, Web Based, DB, SQL Server.

OTHER KEY SKILLS :

- Knowledge of user documentation, training documents & user acceptance plans.
- Knowledge of functional, reliability and performance testing.
- Hands- on experience in developing web applications using **Python on Linux platform.**
- Extensive knowledge of Open GI applications & MS Office Suite.
- A thorough understanding of the software development process.

SOFTWARE and TECHNOLOGIES:

- **Development Tools**: Microsoft Visual Studio 2010, 2008, MY SQL.
- **Languages Known**: Java, J2EE, Python, .Net.
- **Testing Frameworks:** TET, QTP and Selenium.
- **Platforms:** Microsoft Windows and Linux.

OTHER TECHNOLOGIES:

- SQL Server Database Design, developing SQL queries, views and triggers using SQL Server (2008, 2012).

PERSONAL TRAITS:

- Self-Learner.
- Good Communication skill.
- Good Listener.
- Strong Work Ethic.
- Dedication.
- Decision-making skills

ACHIEVEMENTS:

- Attended Workshop in Big Data and Analytics for Three days.
- Participated in National Conference on Technology Innovation In Mechatronics, Energy Management & Intelligent Communication-2017.

ACADEMIC RECORD:

Sl. No	Degree	College/School name	University/Board
1.	B. Tech – Computer Science	Marian Engineering College	Kerala University (2015)
2.	Senior Secondary (All India Senior School Certification Examination)	Holy Angels Higher Secondary School, BHSE, India	Board of Higher Secondary (2010)
3.	Secondary Education (All India Senior School Certification Examination)	Kamalavathy Higher Secondary School, India	CBSE (2008)

PERSONAL DETAILS:

Date of Birth	:	02-07-1992
Sex	:	Female
Marital status	:	Married
Nationality	:	Indian
Notice Period	**:**	**Immediate**
Visa	**:**	**Residence Visa**
Mother tongue	:	Malayalam
Linguistic Proficiency	:	English, Hindi, Malayalam
Reference	:	Available on Request

DECLARATION:

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Place: Abu Dhabi, U.A.E   MINU PANICKER