

ANNA THOMAS



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7259981930



Carmalaram, Bengaluru-35

SKILLS

- Ms.Word Documentation
- Excel Software Proficiency
- Faculty Communication
- Learning Management
- Document preparations
- Office tools
- PowerBI office tool
- Web Designing

EDUCATION

- Mahatma Gandhi University (2015)
- Graduated in Computer Science and Engineering
- Intermediate from Kerala university
- Matriculation from Kerala university

PROFESSIONAL SUMMARY

Seeking to work in a challenging environment where I can enhance my knowledge and skill. A proactive multi-tasker who can work on multiple roles. Proficient in computer science, Office Software and Management tools. An effective communicator with excellent interpersonal, logical thinking and analytical abilities. Proficient Educator and Coach with an ability to communicate clearly to any audience.

WORK HISTORY

WEB DESIGNER, FREELANCER (2023-current)

- Directed design, writing and production of page content to fulfil project demands and satisfy customer needs.
- Maintained knowledge of emerging technologies related to web development
- Integrated HTML,CSS,JavaScript, and other programming languages into websites.

PRINCIPAL ASSISTANT (NPS School)

- Provided administrative support to ensure efficient operation of the office.
- Used voice recorder or notepad to compose and transcribe meeting minutes.
- Organized daily tasks for the principal including filing paperwork, creating agendas, and distributing mail.
- Assisted Principal with scheduling and organizing meetings, conferences, and other events.

COMPUTER LAB TEACHER (NPS School)

- Facilitated computer lab sessions, supervising such tasks as testing, coding and script creation.
- Provided technical support to students and faculty in the computer lab.
- Monitored student activity when using internet resources for research purposes.

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WORK HISTORY

ASSISTANT LECTURER (B. Com) (St. Cyril's COLLEGE)

- Encouraged students' personal development through tutorial work.
- Attended conferences and workshops related to teaching methodologies.
- Assisted students during office hours to review material, explain exam questions and answer concerns.

INTERNSHIP Java/Android (Srishti Innovative Technopark, Kerala)

- Provided excellent service and attention to customers when face-to-face or through phone conversations.
- Planned and completed group projects, working smoothly with others.

QUALIFICATION

- Graduated computer science and engineering from Mahatma Gandhi university in year 2015 with 2nd class
- Intermediate from Kerala university in year 2008 with 65% marks
- Matriculation from Kerala university in year 2006 with 65%marks

EXTRA CURRICULUM

- Good at typing, documentation, good at Excel.
- Conducted cultural events
- Event Management skills

PERSONAL DETAILS

Languages: English, Malayalam.

Marital status: Married