**CURRICULAM VITAE**

**P.JAYASHREE**  **MAIL ID:**jayashreepkp@gmail.com

**PHONE:**8098464546

**Career Objective:**

To find a challenging environment where I can utilize and enhance my natural aptitude and acquired skills and reach my full potential for the growth of the organization and self.

**AcademicQualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE** | **INSTITUTION** | **BOARD/UNIVERSITY** | **YEAR OF COMPLETION** | **MARKS PERCENTAGE** |
| B.Tech (Information Technology) | Kings college of Engineering,Pudukottai | Anna university | 2012 | 69.4% |
| DCT (Diploma in computer Technology) | Aadhiparasakthi polytechnic college,Melmaruvathur | Directorate of Technical Education | 2009 | 81.62% |
| X th | Jawahar Higher secondary school,neyveli | CBSE | 2005 | 70.2% |

**Project Details:**

**Project 1**

“Exploiting Dynamic Resource Allocation by Efficient Parallel Data Processing in the Cloud”

**Project 2**

“Face Recognition system”

**Software Exposure:**

Language: c,c++,java,.Net basics

**Value addition skills:**

Completed Lower level Typing

Good leader and Organizer

Yoga certified(kayakalpa)

**Workexperience:**

Worked at SARO CONSULTANCY porur,Chennai,as HR-Executive.

**Roles and responsibilities:**

* Handling end to end recruitment life cycle.
* Sourcing relevant profiles from the job portals,jobpostings,walk-ins,database,massmailing,Employeereferral,groups etc.,
* Posting the requirements on job portals like monster,naukri.
* Contacting the candidates ,discussing the requirements and finding their comfort level.
* Getting conformation from the candidates and submitting the profiles to clients.
* Doing follow up calls.
* Organizing Management staff and Employee Metting.
* Managing the files and records.
* Compiles and analyzes financial information to prepare entries to book of accounts,such as general ledger accounts, documenting business transactions.
* Standard journal Entries.
* Analyze daily banking transaction and journal entries.
* Prepare monthly sales report to excel spread sheet for analysis.
* Verify and reconcile vouchers , and prepares reports to substananciate individual transactions prior to settlement.
* Reviews,investigates,and corrects errors and inconsistencies in financial enteries,documents and reports.

**Academic performance:**

* Diploma examination –rank holder in our college.
* Obtained-100% marks in Mathematics-1,Electonic circuits and Microprocessor also achieved first mark in c++ in diploma level.
* Obtained -100% marks in Graphic and Multimedia in engineering level.
* Attended workshops on middleware technology,java and php languages.

PLACE:

DATE: (JAYASHREE) SIGNATURE