

Archana D Kurup

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Residential Address : Adinadu South, Kaattilkadavu.p.o, Karunagappally, Kollam ,Pin- 690542, Kerala, India

Highly accomplished professional with 6 + years of experience in multicultural environment of Software development, Business Development, Administration, Coordination, and accounts. Organizer and planner with demonstrated ability to implement effective process controls and quality improvements initiatives

PROFILE



Competent, diligent & extremely efficient professional with rich experience in administration, operations management & planning. Adhere to international standard service procedures, with strong background in Administration & Operations Manageme

SKILLS SUMMARY



• Customer relationship	• Teamwork	• Team Management
• Administration	• Operations	• Planning
• Operations Excellence	• Leadership	• Resource Planning
• Procedural optimization	• Cost Saving	• Credit Controlling
• Process improvement	• Resource allocation	• KPI's
• Planning & Execution	• Project planning & Execution	• Cash flow planning

PROFESSIONAL EXPERIENCE



A Software Developer Company in India

SOFTWARE DEVELOPMENT ASSOCIATE -From 2012 to 2013



Group of company specialized in InsureTech product Development

BUSINESS DEVELOPMENT EXECUTIVE- From 2015 to 2016



An Educational Institute Approved by Government of India.

ADMINISTRATIVE OFFICER – From 2016 to 2018



ICL FINCORP LIMITED

Leading financial service company

JUNIOR OFFICER- OPERATIONS & ACCOUNTS- From 2019 to 2020

Photon Civil Service Academy provides Long Term Foundation Course UPSC Prelims & KAS prelims cum Mains, PETALS, Communicative English Courses.

COORDINATOR Since 2021

- Acting as a primary source of information to secondary parents and prospective parents. This includes information on Higher Educator Pathways.
- To assist the SLT with all matters relating to equivalency including mandatory subjects and the implementation of any rules and regulations
- To prepare appropriate documentation and assist in the registration of students .
- To support students' development and awareness of career opportunities and options, liaising closely with secondary teaching staff through:
- Researching and providing information about local, national and international opportunities for further and higher education
- Researching, arranging and supporting visits to local career fairs and in house university fairs
- Arranging speakers from local colleges, Supporting work experience development

EDUCATIONAL CREDENTIALS

2004 - 2005 : Secondary Education from Kerala Education Board

2006-2008 : Higher Secondary Education from Kerala Education Board

2008-2012 : B-Tech in Information Technology from Anna University, Tamil Nadu , India.

PROJECT COMPLETED

- Mini Project on Library of Computer Security Related Algorithms.
- Main Project on "A Policy Enforcing Mechanism For Trusted Ad Hoc Networks in DotNet

Courses Completed

- C, C++, PHP, HTML, JS, MYSQL, CSS, AJAX, , Basics of Ajax Dot NET.
- 7/ 8 /LINUX.
- Certification Program in PHP.

PERSONAL DETAILS

Date of Birth : 17th August 1989

Nationality : Indian

Languages known : English, Hindi, Malayalam, and Tamil

REFERENCE

Reference furnished on request.