

# CURRICULUM VITAE

**SOORYA K R**

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Umm Al Hassam  
Kingdom of Bahrain

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## CAREER OBJECTIVES

Looking forward to an opportunity for working in a dynamic, challenging environment, where I can utilize my skills for developing my career and for the growth of the organization.

## STRENGTHS

Highly motivated, respected and creative marketing professional and administration with graduation in Computer Science & Engineering. I possess valuable experience working as Marketing Executive and administration. In my previous roles I was involved in planning, product demonstration, social media management, email marketing, administration, HR and project coordination. As a positive, enthusiastic and energetic individual with excellent communication skills – both written and verbal, I strongly believe that I would be an asset to our team.

- Ability to work under pressure and under deadlines
- Good verbal and written communication skills
- Good team player
- Self-motivated and hardworking
- Quick learner
- Customer relationship management
- Multi – tasking capability

## WORK EXPERIENCE

1. One year experience in innovative software products marketing as a **Marketing Executive, Administration & project coordinator in Rsquare Technologies W.L.L., Bahrain** for the period of 2019 - 2020.
2. Worked as a **Secretary cum Coordinator** in Livewire Technologies in Calicut, Kerala, India for the period of 2017-2018
3. Worked in **Government Sector on Contract basis** in Kerala, India for the period of 6 months.
4. Worked as a **Computer Hardware Engineer** in Laptech Engineers, Calicut, Kerala – India for the period of 1 Year. (2012-2013)

## **CAREER HISTORY AS AN ADMIN CUM MARKETING EXECUTIVE**

- Preparing quotations, invoices, receipts, doing follow ups, email drafting
- Good negotiation with clients
- Products demonstration to the clients
- Quick response to the client queries verbally and non-verbally
- Coordinating and managing appointments and meetings
- Preparing documents related to the products
- Assisting the sales team related to the projects
- Supporting the clients if any issue happened to the products
- Good customer service
- Managing office files, employee files and company records
- Managing petty cash
- Ordering flowers and sweets to the valuable customers
- Preparing cheques and depositing to the banks
- Good experience with Ms. Word, Ms. Office & Power point

## **PERSONAL DETAILS**

Date of Birth : 09-02-1992  
Gender : Female  
Marital status : Married  
Nationality : Indian  
Languages Known : English, Hindi & Malayalam  
Passport No. : T1998453  
Driving License : Learning

## **EDUCATION QUALIFICATION**

Qualification	Board/University	School/College	Year	Percentage
<b>Bachelor of Technology in Computer Science Engineering</b>	MG University	Jai Bharath college of Management and Engineering Technology	2016	70
<b>Diploma in Computer Hardware and Maintenance</b>	Board of Technical education	Model Poly Technic College Vadakara	2012	70
<b>Plus Two</b>	Board of Higher Secondary Education, Kerala	GGHSS Koyilandy	2009	75
<b>SSLC</b>	Board of public examinations, Kerala	GGHSS Koyilandy	2007	84

## **INTERNSHIPS**

It was a six months internship program where I was trained in Asp.net and therefore awarded the certificate of ELECTRO MECH PVT.LTD on May 2015

## **PROJECTS**

Highly Confidential Security System

- It was a web application through which user can store his confidential data in a secured way.
- The system maintains user data in encrypted format using algorithms. The AES (Advanced Encryption Strategy) is erased in order to encrypt the user given data.

## **TECHNICAL SKILLS**

Programming Languages: c,c++, java ,.net ,sql ,visual basic

## **ACHIEVEMENTS**

- Scholarship in diploma by K.C Mahindra Education Trust, Ernakulam
- Scholarship by Sreekanteswara Kshetra Yogam, Kozhikkode

## **POSITION HELD**

- Marketing Executive in Rsquare Technologies W.L.L, Bahrain
- Administration & Project Coordinator in Rsquare Technologies W.L.L,Bahrain
- Hardware engineer in Laptech Engineers.
- Student representative of CSE branch in Jai bharath College of management and engineering technology
- NSS volunteer in Model Polytechnic College, Vadakara

## **DECLARATION**

I hereby declare that above mentions are fully true to the best of my knowledge.

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