
RESUME

Name

Home Address:

Mobile: ; Tel:

[email:](#)

AIM:

To acquire work experience/casual/contract/full-time (**Only that's relevant**) position in the field of **XYZ - eg: INFORMATION TECHNOLOGY (Job ID. Number)** with **Company's name** to contribute my knowledge, skills and expertise in the areas of Database Management, Web Programming, and develop my skills further progressing towards Desktop, Service Desk and Networking Support Services, to be able to perform at Professional IT Consultant capacity.

CAREER PROFILE:

- Qualified Information Technologist and Certified Oracle Administrator.
- Over 6 years hands on experience in Database Management and Web Developing using:
 - XHTML, XML, CSS, ASP;
 - Java, JavaScript, Visual Basic; and
 - C++ and PHP.
- Over 3 years experience as Computer Trainer:
 - IT and High School students' projects; and
 - Hardware and Software trouble shooting.
- Proficient in operating Network Architect/Image/Video/Music softwares.
- Completed OHS&W training programs.
- Program Co-ordinator of various community & charity events.

ACADEMIC BACKGROUND:

- | | |
|--------------------|---|
| 2006 - 2008 | Master Degree in Information Systems
IIBIT Ballarat University, Australia |
| 2003 - 2005 | Master Degree in Science (Computer Applications & IT)
HNG University, India |

FURTHER EDUCATION:

- | | |
|-------------|---|
| 2011 | Microsoft Certified Desktop Support Course (WIN 7)
DDLs Training Provider, Forme Street, Adelaide
Status: currently enrolled |
| 2005 | Certified Oracle Administrator
Oracle, India |

AFFILIATIONS:

- APESMA: Professional Member (ID: XYZ 123)
- Swarnim SA: An Australian Multi-Cultural Society – Volunteer
- Rasik Ranjani Inc: An Australian Music Lovers Club – Member
- FICSA: Federation of Indian Communities of SA - Member

RESUME

Name

Mobile: Email:

COMPUTER SKILLS:

➤ **Platforms:**

- Windows 98, Windows XP, Windows Vista, Windows 7.

➤ **Web Developing Tools:**

- XHTML, HTML, XML, CSS, ASP;
- Java, JavaScript, Visual Basic, Visual C++; and
- DreamWeaver CS5.

➤ **Programming Tools:**

- C, C++, PHP, COBOL; and
- Oracle 10, MYSQL, UNIX.

➤ **Software Applications:**

- Microsoft Office 2010 Package:
 - Word, Excel, Access, Power Point; and
 - Outlook, Picture Manager.
- Image/Video/Music Editing Programs:
 - Macromedia Flash CS5;
 - Adobe Fireworks CS5;
 - Paint Shop Pro 10;
 - Roxio Easy CD & DVD Creator 6;
 - Propellerhead Reason 4; and
 - File Converter – *.midi, *.mpeg, *.avi, *.mp4 so on.
- IT Guru 9.1 – Network Architecture Software;
- Adobe Acrobat STD 7.0 – PDF Creator; and
- MS Project 2010 – Project Management.

PERSONAL PROFILE:

A successful and effective record of accomplishment demonstrating my personal profile as:

- Resourceful, skilled in analysing and solving problems
- Proven written, interpersonal and oral communications
- Team player with proven leadership qualities
- Creative, enthusiastic and efficient work habits
- Work well under pressure situations
- Ability to meet demanding deadline schedules

OHS&W TRAINING:

- Safety Training Induction program;
- Safety First Impression program; and
- Qantas Safety 3 parts course.

RESUME

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Mobile: Email:

SELF STUDIES:

➤ WHS Related Self-Studies:

✓ **WHS Act 2012**

It is an act provided for the health, safety and welfare of persons at work and for other purposes.

✓ **WHS Regulations 2021 (under the WHS Act 2012)**

- Schedule 1: Responsibilities of employers, employees, self-employed persons, occupiers and owners and other people.
- Division 9: Manual handling.
- Division 12: Personal protection.

➤ **Similarly, add other relevant ACT and Regulations that are applicable...**

➤ Australian/New Zealand and ISO IT Standards Self-Studies:

- ✓ W3C standards
- ✓ AS/NZS/ISO/IEC-23026
- ✓ AS/ISO/IEC-9075.14
- ✓ AS/ISO/IEC-9075.13

➤ Quality Management System (QMS) Self-Studies:

- ✓ QMS/ISO-9000
- ✓ QMS/ISO-9001
- ✓ AS/ISO-10006

COMPANY PROFILE STUDIES: (THAT YOU ARE APPLYING...):

➤ Company's Business Nature

Refer their annual report.....

➤ Mission / Vision statement

Refer their annual report.....

➤ Profit / Gross / Annual report

Refer their annual report.....

HISTORICAL PROFILE:

2008 till date	Web Developer/Data Base Administrator (Self Studies/ Casual Employment)
2006 - 2008	Master Degree in Information Systems (Full-time)
2006	Migrated to Australia as a Student

OVERSEAS PROFILE:

2003 - 2005	Master Degree in Science (Computer Applications & IT) Certified Oracle Administrator Library Data Administrator/Project Planner (Part-time)
2004 - 2005	Network Service Provider/Network Architect (Part-time)
2003 - 2004	Computer Trainer/Instructor (Part-time)
2002	Higher Secondary Studies (Full-time)

RESUME

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Mobile: Email:

RELEVANT IT PROJECTS:

2008 till date Web Developer/Data Base Administrator

Company Name/Names

Example: IIBIT Ballarat University is an Australian University with internationally accredited faculty providing diverse courses for under graduate, post graduate and research studies. Swarnim SA is an Australian multi-cultural voluntary society. Shimmer SA is a professional cleaning service provider in South Australia.

I have developed the following websites for these organisations: xyz

Duties:

- Interpret/evaluate customers' needs, collect, collate, prepare and process information to establish web layouts, design algorithm /methodologies and test accessibility.
- Produce cost effective web templates/samples for the estimation, predicting operability, easy maintenance by integrating asset owners' databases to meet the customers' requirements.
- Ensure organisational web content accessibility, usability guidelines and various standards are met such as:
 - W3C standards;
 - AS/NZS/ISO/IEC-23026;
 - AS/ISO/IEC-9075.14;
 - AS/ISO/IEC-9075.13; and
 - Other Relevant Regulatory/Obligatory rules.
- Seek approvals; maintain documents, records and progress reports to meet the guidelines prescribed in:
 - QMS/ISO-9000;
 - QMS/ISO-9001; and
 - AS/ISO-10006.
- Conduct meetings, liaise with stakeholders for continuous improvement process in resolving technical issues and participate in change initiative programs.
- Acquire and maintain feedback database for future development.
- Programming Languages/Softwares used:
 - XHTML, XML, CSS and Java Script;
 - Csharp (programming coding);
 - Visual Basic (for database connectivity);
 - PHP (for database connectivity); and
 - C++, XHTML, XML, CSS and Java Script.

RESUME

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RELEVANT IT PROJECTS: (continued)

2003 – 2005 Library Data Base Administrator/Project Planner

Company India, Company's Background:

Example, An internationally accredited faculty providing diverse courses for under graduate, post graduate and research studies. For their library division, the project for Library Data Base system was specifically designed for atomisation of the existing manual system, which supported:

- Document Archiving, Data Searching, Records Mapping; and
- Easy Browsing, Image Data Controlling and Records Management.

Duties:

- Produce timely & cost effective database algorithm/standard templates for the trialling, testing library asset to meet the requirements of associated stakeholders/customers.
- Evaluate customers' request/project scope, prepare and process information to establish stable database system/concepts designed.
- Participate and perform on-site audits/road show to gather feedbacks and test OHS&W and other regulatory requirements are met.
- Assist library staff, project colleagues in times of peak workload and provide support completing work to set priorities and programs.
- Coordinate, assess and establish standards to support R&D activities for innovative projects.
- Maintain a safe environment for colleagues, customers and the public in order to minimise risks, costs to the college.
- Library system developed using:
 - Visual C++ and Oracle 9.

2004 – 2005 Network Service Provider/Network Architect (Part-time)

Company India

Company's Background: Example, NIIT is a leading worldwide IT service provider / organisation.

Duties:

- Respond to customers' online request/registration/troubleshooting broadband issues via remote desktop connection.
- Prepare network architectural digital models, provide software support, maintain data base integrity and issue virus alerts to all stakeholders, customers/clients.
- Operate, maintain and update network server operating systems.
- Implement, support and participate with OHS&W, customer service and quality management related meetings.
- Liaise, report, record, follow ups with team members to solve data discrepancies and feed back.

RESUME

Name

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RELEVANT IT PROJECTS: (continued)

2003 – 2004 Computer Trainer/Instructor – (Part-time)

High School/IT Undergraduates students

I have conducted private coaching classes, in evening and weekends, as part-time instructor, for providing training/guidance to 10 high schools as well as 7 IT undergraduate students.

Duties:

Planning, organizing, implementing and tutoring activities:

- Resolved tutorial and assignment problems.
- Taught IT program scripting, trouble shooting techniques.
- Demonstrated/Illustrated MS Office projects.
- Counselling students for career options and personal issues.
- Guiding, monitoring students' projects and progress.
- Managing classes of 10 students.

ACHIEVEMENTS:

- Top Ranker/High Achiever in Academic Subjects:
 - System Analysis & Design, Programming in HTML; and
 - Database (Oracle) and Network Architecture.
- Winner of "Computer Science Quiz" competition
- Recipient of "Turf Cricket Championship" awards at various occasions
 - Appointed as a Vice-Captain.
- State level award Winner for "Best Drawing Creator"
- Acknowledged and Appreciated for providing "Outstanding Community Services" as a Media Publisher and Web Administrator for the fundraising events organised by charitable clubs:
 - The Rotary Club of Morialta - raised A\$10,000;
 - Monsoon Night Show/Dancing in the Rain – raised A\$5,000;
 - Talent Fiesta/Multicultural Musical Show – raised A\$750; and
 - Organised a seminar for Swarnim SA.

INTERESTS:

- Music/Sound/Video/Photo Editing;
- Cricket; and
- Cooking.

WRITTEN REFEREES: are available on request from my Academic Professors:

- ❖ Mr. Nadil **MODI:** **Professor & IT Course Co-ordinator**
IIBIT, Ballarat University, Australia

- ❖ Mr. Lokesh **SINGH** **Director & IT Course Co-ordinator**
HNG University, India

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Name

Mobile: Email:

PROFESSIONAL REFEREES:

Mrs. Acharya **SHAH**
Area Manager

Spotless
South Australia

Address

Mobile
Tel: (08) (BH)
Email:

Mr. Bhagvan **PATEL**
Project Partner/Consultant

IIBIT Ballarat University
South Australia

Address

Mobile:
Tel: (08) (AH)
Email:

Mr. Ritesh **DAVE**
Owner

Shimmer SA
South Australia

Address

Mobile:
Tel: (08) (AH)
Email:

PERSONAL REFEREES:

Mr

Position Title

Company Title

Address

Mobile:
Tel: (08) (BH)

Email: