

# Sharlet M Varghese

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## OBJECTIVE

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Engineering Graduate looking for a challenging role in a reputable organization to utilize my technical, database, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the IT sector.

## EDUCATION

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- **Bachelors of Engineering – Information Technology** **2018**  
CSVTU – SSGI, Bhilai (Percentage: 64.31%)
- **12th (CBSE) – PCM, Computer Science** **2014**  
DPS, Risali (Percentage: 69%)
- **10th (CBSE) – PCM** **2012**  
DPS, Risali (Percentage: 76%)

## CERTIFICATION

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**Microsoft Technical Associate – Networking Fundamentals** **2017**

## TECHNICAL PROFICIENCIES

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- **Languages:** C, C++, Java, Python
- **OS:** Windows, Mac, Linux (Redhat, CentOS, Ubuntu)
- **Databases:** SQL, MySQL
- MS Office Suite (Word, Excel, Outlook, PowerPoint)
- Adobe Photoshop, Adobe Illustrator, Adobe Premier Pro

## PROFESSIONAL SKILLS

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- Analytical and Problem solving skills
- Interpersonal and Communication Skills
- Leadership Skills
- Strategic Thinking and Planning abilities
- Management Skills
- Strong work ethic
- Adaptable to changes
- Quick learner
- Collaborative skills

## PROFESSIONAL EXPERIENCE

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**Collabera Inc.**

**Jul 2018 – Nov 2020**

**Technical Recruiter**

- Being Recruiter, I have been Involved in full recruitment lifecycle from understanding Client's resource requirements to delivering qualified consultant. I have been specialized in recruiting candidates for Oil & Gas, Aviation, Energy, Finance, IT Services and Telecommunication industries.
- Process included Identifying, sourcing, screening and interviewing potential candidate for contract or Full-time openings. Prepping them up for screening and interview process with Client hiring manager

- Establish relationships with consultants/ contractors in specified region, foster long – term relationship with Hired candidates
- Worked closely with cross-functional teams like Sales, On-Shore team, Finance team and Employee relations. Managed operations, Initiated workflow and on-boarding process for hired consultants
- Utilized various applicant tracking systems and online recruitment resources including internal Applicant Tracking System (ATS), DICE, Monster, CareerBuilder, LinkedIn and Google searches
- Planned and created new strategies and innovative methods to approach new candidates and increasing productivity

### **TRAINING & COURSES UNDERTAKEN**

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- **Red Hat certification course (RHCSA & RHCE) – Rooman Technologies**
- Machine Learning (Coursera)
- JavaScript Basics (Udacity)
- Android Development for beginners (Udacity)
- Introduction to HTML and CSS (Udacity)

### **KEY PROJECTS**

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#### **ATM Simulator System**

- Developed a desktop based application system which can be used by customer to create an account and perform ATM related transactions.
- This project is made using Java and MySQL database using WampServer.
- Using this simulator the customer can deposit, withdraw, change Pin and can do Balance Enquiry. It is very simplified application and user friendly.

#### **Electricity Billing System**

- Electricity Billing System is a desktop based application developed in Java programming language, aimed at serving the department of electricity by computerizing the billing system.
- It mainly focuses on the calculation of Units consumed during the specified time and the money to be paid to electricity offices.
- This computerized system will make the overall billing system easy, accessible, comfortable and effective for consumers.

#### **Academic Major Project: Diskless Booting using Linux**

Guide: Prof. Ravi Kumar

- The client computer is set to boot from the network Interface card using PXE
- The client requests an IP address, and TFTP image to boot from, both are provided by the Centos server
- The client boots the initial RAM disk provided by the Centos server via TFTP, and proceeds to mount an NFS share as its root (/) partition. From there, the client boots Centos Linux distribution
- All system resources reside on the local machine except storage, which resides on the central Centos server.

#### **Academic Minor Project: Implementation of College Network Scenario Module by Using Cisco Packet tracer**

Guide: Prof. Kashyap Rathod

- The project was about designing a topology of a network in LAN (Local Area Network) for a College in which different computers of different departments are arranged so that they can communicate and interact with each other by exchanging data efficiently
- Used Cisco Packet Tracer to design an efficient topology, fulfilling all the necessities of the different department college (i.e. client) and providing a network with good performance
- Provided security and authentication using firewall to prohibit unauthorized logins

### **EXTRA CURRICULAR ACTIVITIES**

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- Awarded as Rising Star of the month by Collabera for extensive performance in Recruiting
- Directed, a small Documentary movie “Roopantharanthinte Mukham (The face of Transformation)” for MGOCSM (NGO). Video editing, synchronization and special effects were also given by me.

- Designed a small religious book named “HOPE”.
- Actively participated as a committee member of MGOCSM Bhilai (NGO). (2016 – 2017)
- Was Honored to be Obligated as an Auditor of MGOCSM Bhilai (NGO). (2017 – 2018)
- Won 3rd prize in “Photo Scavenger” (photography contest) organized in our college

## **HOBBIES**

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- Football
- Cooking
- Chess
- Photography
- Travelling