

Resume

G Puneeth Kumar

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Mobile No- +91-8142424331

Career Objective:

My Primary Objective is to serve my employer to his satisfaction with my utmost sincerity and talents. In that lies my job satisfaction. I will also visualize my professional advancement in the organization. I will be sincere, truthful and a whole-hearted working person.

EXPERIENCE :

Having 1.0years of experience in the filed of XML process and XML QC, Epub,Invoice Process from Vainqueur Publishing Corporate Services 2019 May to 2020 July.

EDUCATION QUALIFICATION :

College/Institute	Class/Course	Board/University	Year	%
Wesley Pg College	MCA	Osmania University	2016-19	77%
Sri Venkateshwara Degree College	B.sc (Computer Science)	Sri Krishna devaraya University	2013-16	68%
Sri Chaitanya Junior College	MPC	State Board of Intermediate	2011-13	65%
Sri Saraswathi Vidhya Mandir	SSC	State Secondary Board	2010-11	72%

Technical Skills:

Operating Systems: Mac, Windows

Databases: Basics of MS SQL Server 2000

Tools: MS Office, MS Visual Studio,Epsilon

Languages: Java .

Web Technologies: HTML,CSS, JavaScript,XML,UX Design

Professional Skills : Techsupport

Projects:

Process Associate (May2019 - July 2020)

Project :- IEEE Project (Apthara),Epub,Invoice Process

- Company name : Vainqueur Publishing Corporate Services
- Production Description :- Converting TBML to XML (Data Executive)
- Technical Environment :- Epsilon Tool.
- Processing :- Zoning, Content Proffing, Math Process, XML programming, Faithlife project training completed (Amnet).

Roles and Responsibilities:

- Archiving of Invoice data according to its categories.
- Approval / Research and Rectify errors on Charge Code and other type GL Code errors.
- Perform quality check assessment on all process of various associates.
- Coordinate with team members and ensure achievement of all team objectives and goals.

Network Administrator:

- Provide support for outlook configuration and hardware related issues.
- Networking, LAN & WAN trouble shooting, Network Auditing, Knowledge of configure and maintenance.
- Implemented security policy and virus protection.
- Configuring Outlook 2003, 2007, 2010. Configuring of Routing Protocols like RIP, OSPF, IGRP, EIGRP

Hobbies & Interests:

Internet Surfing , Creating Phishing Pages, Playing Chess , Watching Movies, News.

Strengths:

- Dedication...willingness to walk the extra mile to achieve excellence
- Definiteness of purpose...clear goals
- Like ability...positive attitude...sense of humor.
- Honesty...integrity...a decent human being.
- My strengths are hard worker, self motivating and dedicated towards my work and also I am a good learner as well as teacher.

Personal Profile:

Name : G Puneeth Kumar

Father Name : G Nagaraj Gupta

Date of birth : 16-06-1995

Address : 3/358, Kallugandi Street , Kadiri ,Anantapuram Dist 515591.

Career Aspirations

I wish to work with any good Institution/Organization/MNC and would like to grow myself along with the company or institution I serve.

Place:

Date:

(G Puneeth Kumar)