



# SHYAMILY KURIAKOSE

THEKKINEDATH HOUSE, THOTTUMUGHAM P.O , ALUVA,  
ERNAKULAM, KERALA, 683105  
shyamilykuriakose@gmail.com  
Mobile: +918281447739, 9744420654

## CAREER OBJECTIVE

To work in an organization where I can improve my skills and abilities to effectively carry out the tasks delegated.

## EMPLOYMENT HISTORY

- Currently working with INDOCERT as Digital Analyst and System Admin (Since August 2021)
- Computer science teacher , XI and XII – Al Ameen International Public School (2019-2021)
- Software engineer comes Admin Executive at HC (2016-2018)
- Guest Lecturer at Govt poly Kalamassey (2016)
- Computer science teacher , XI and XII –Crescent public School (2015-2016)

## EDUCATIONAL QUALIFICATION

<b>2013 to 2015</b>	<b>Master in Computer Science &amp; Engineering</b> M.G University, ILAHIA Mulavoor. Ernakulam CGPA: 8.00 Distinction with First Class.
<b>2009 to 2013</b>	<b>B.Tech in Computer Science &amp; Engineering</b> M.G University, FISAT Angamaly. Ernakulam First Class
<b>2007 to 2009</b>	<b>PLUS TWO</b> Kerala state, S.T Francis Aluva. Ernakulam First Class
<b>2007</b>	<b>SSLC</b> Kerala state, S.T Francis Aluva. Ernakulam Distinction with First Class

## PROFESSIONAL SKILLS

Result-oriented, dependable, responsible, and self-motivated to learn new concepts. Good team player, well-organized, and able to handle and coordinate a variety of tasks.

## WORKING EXPERIENCE – PROFESSIONAL SUMMARY

### □ INDIAN ORGANIC CERTIFICATION BODY –INDOCERT (August 11 2021 - Present) - Digital Analyst and System Administrator

- ✓ Website modifications, website monitoring, and periodic INDOCERT marketing materials updation. ([www.indocert.org](http://www.indocert.org))
- ✓ Overall responsible for database administration.
- ✓ Engage in modifications of Internal software CB Soft, DWR.
- ✓ Monitor, maintain and trouble shooting CB soft usage.
- ✓ Responsible for dealing and resolving of any hardware or software problems of INDOCERT.
- ✓ INDOCERT Domain renewal, G- suite account management and processing payment.
- ✓ Monitor the safety and security of servers and back-up system functioning.
- ✓ Digitalization of Operations and Quality Assurance
- ✓ INDOCERT system updation & maintenance: Gap Analysis
- ✓ Cyber security- Google workspace AI rule creation and updation.
- ✓ INDOCERT Google review page updation
- ✓ Leading - Digital Marketing Team
- ✓ Proactively organizing training programmes, workshops and client development activities of INDOCERT -
- ✓ Attending trade fairs, conventions, or any other events for promotion of INDOCERT.
- ✓ Liaise with press and public for brand building activities of INDOCERT.
- ✓ Plan coordinate and implement digital marketing activities of INDOCERT.
- ✓ Assist management for KPI's and KHI's fixing
- ✓ Prepare and plan for Monthly review meeting,SWOT analysis and BoT meeting
- ✓ Attendance management through ESSL with KEKA and Vyon – Implementation as a part of digitalization.
- ✓ Assist HR in arranging interview for new staff recruitment and statutory compliance.
- ✓ Assist the management on Performance Appraisal on a continual basis.
- ✓ Assure internet connection-decision with proper router management (Access point,bridge,routers,load balancer,switch)
- ✓ Assist CRM in lead management and continual follow-up of clients.
- ✓ Act as a resource person for the training programmes conducted by INDOCERT
- ✓ To attend conferences and workshops to give presentations on behalf of INDOCERT

□ **AL AMEEN INTERNATIONAL PUBLIC SCHOOL , EDATHALA KERALA  
(April 11 2019 – July 26 2021) - Computer science Teacher**

- ✓ Teach Computer science and Mathematics, which consists of XI and XII
- ✓ Maintain up-to-date records of assessments, attendance, planning, syllabus and reports
- ✓ Teach Computer Technology Course including Python programming, simple networking, graphics, SCRATCH, BASIC, MYSQL, C, C++, HTML, computer programming, management of computers and Information Technology
- ✓ Attend curriculum planning meetings, faculty meetings and student wellness meetings
- ✓ Use a wide range of technologies and creative teaching styles
- ✓ Participate in the development of articulated competencies with post-secondary institutions within the Washington Network for Innovative Careers to promote post-secondary opportunities for students
- ✓ Participate in student induction week activities and student placement testing

□ **HC24 PVT LTD, KERALA – UK COMPANY ( July 2016 to January 2018 ) -  
Software engineer comes Admin executive**

- ✓ Prepare reports for a wide variety of company departments, such as accounting and human resources, using the entire Microsoft suite of software.
- ✓ Manage office operations and delegate tasks to administrative assistants.
- ✓ Initiate a new filing system on the cloud to gain optimal accessibility of information.
- ✓ Update office policies regarding business software and its use.
- ✓ Organize group meetings and seminars at the headquarters location.
- ✓ Write social media posts daily on behalf of the company for Facebook and Twitter.
- ✓ Write all routine executive office correspondence.
- ✓ Maintain files and contact lists on all executive mobile devices.
- ✓ Create invoices and remittance weekly in kash flow app
- ✓ Updating record using Nitro app
- ✓ Answered incoming calls of UK clients and properly routed them according to office procedure
- ✓ Manage networking problems

□ **GOVT. POLYTECHNIC KALAMASSERY, KERALA – ( January 2016 to May 2016) - Guest lecturer – CSE department**

✓ **Subjects Handled:**

**Operating System, Software Engineering, Data Structures, Object Oriented Programming in C++, Theory of Computation, Design and Analysis of Algorithm, Principles of Compiler Designing, Database Management System.**

- ✓ Developed and supervised various laboratory activities for computer science courses.
- ✓ Evaluated department programs and participated in committees.
- ✓ Administered research programs and obtained funding for it.
- ✓ Monitored department programs and associated activities.

□ **CRESCENT PUBLIC SCHOOL THOTTUMUGHAM , KERALA (August 2015- April 2016) - Computer science Teacher**

- ✓ Determined appropriate research programs for computer science students.
- ✓ Provided support to research through external resources.
- ✓ Designed computer graphics courses in coordination with students.
- ✓ Coordinated with various companies and performed research for graphics.
- ✓ Analysed student requirements and provided support as per requirement.
- ✓ Designed and implemented an efficient curriculum for an academic year.

## AI Tools

Proficient in a wide array of AI tools including – ChatGPT, Gamma AI, Canva, Poster my Wall, Copilot, Pop AI, Brad, Tezza, mojo, GptExcel, AI excel Bot

Familiar with management tools such as JIRA, Slack, Zoho, Keka, Voyon, Google Apps, Ms 365 apps like clipchamp, Pipedrive, mailtracker, mail merge

## COMPUTER SKILLS

Proficient or familiar with a vast array of programming languages, concepts and technologies, including:

C  
Python  
Html  
Php, Octave  
Sql  
C++, Java

Ms Office-Excel  
Google apps- Google sheets  
Open office  
Latex

Windows  
Linux /ubuntu  
Debian

Case tool  
Ns2  
JavaNetbeans  
Kashflow

## ACHIEVEMENTS

- ✓ Won best student award at school level (Year : 2007)
- ✓ Class representative ( M.Tech graduation)
- ✓ Won academic scholarship during B.Tech among 480 students
- ✓ Received Star Performer Gold Award from INDOCERT

## TRAINING ATTENDED

- ✓ Attended two days workshop on "CASE TOOLS" Conducted by Computer Science & Engineering Department CKC, Mannoor. Lectures and hands on experience class taken by Professor, K.S.Mathew (IIT Kharagpur)
- ✓ Attended two days workshop on "DATA MINING" Conducted by Computer Science & Engineering Department Adi Shankara college, kalady. At
- ✓ Attended one week Training workshop on "Power communication mPOWER" Conducted by Computer Science & Engineering Department FISAT, Angamaly. Lectures and hands on **experience class taken by Mridula** and KrishMarketing Skills for Non Marketing Professionals” - 24th February, 2022.
- ✓ Google Classroom for Social Sector Professionals 24th - 27th November 2021
- ✓ Awesome Day -Online conference - 30 September 2021
- ✓ Social Media Marketing for Businesses - 15-16 September 2021
- ✓ Foundations of Digital Marketing and E-commerce - July 6 2022

## PERSONAL PROFILE

- Date of Birth : 28th January 1992
- Marital Status : Married
- Languages known: English, Hindi, Malayalam.

## HOBBIES

- ✓ Driving
- ✓ Cooking

## DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.

**Place:** Ernakulam, Aluva

Shyamilly Kuriakose