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**SHIPSY PAULOSE**

**EXECUTIVE SUMMARY**

 Flat no. – A-203, Neptune Patel Planet, Khojgao, Ambernath West, Maharashtra-421503

* A competent professional with 3.6 years in different verticals like Business Promotion, Trading, Monitoring Social Media, Purchasing, Client Servicing, Fund raising, Team Management, Customer Service, Search work, Editing, Web Writing & Content Writing.
* Strong organizer, achiever, excellent team player for daily challenges with productive solutions, motivated work ethics and improvements proven to increase efficiency, customer satisfaction and the bottom line.
* Working knowledge of MS-office, Excel, Microsoft word, Internet operation, Tally and ERP.

**OBJECTIVE**

I am an organized and hard-working individual looking for a responsible position to gain practical experience in all direction and to triumph in territory of growth and development. To reach the excellence and earn a job that provides me comfort, evolution and help me achieve personal as well as organization goals.

**WORK EXPERIENCE**

* **Aquarius Mediaa Pvt. Ltd.**, **Delhi**  
  *Content Writer**from 7th October 2013 till July 2014  
  and from 30th March 2015 till May end 2015*

I have worked on news (crime, movies, entertainment, art & culture, Trend, lifestyle, sports, business and international) for [www.metrojournalist.com](http://www.metrojournalist.com/). Also included search work, editing, uploading pictures and news.

* **Tiger Ninjas Telecommunication Pvt. Lmt.***Content Writer and Client Servicing  
  from 27th September 2014 till Jan 2015*

My duties included writing content for the promotion of products and services and preparing well-structured drafts. Apart from that, representatives work to ensure client satisfaction with an organization's product or service.

* **Eventilators**  
  *Content Writer*from 10 July 2015 – 10 August 2015

My job descriptions were writing content, searching content, editing, uploading pictures and contents for [www.eventilators.com](http://www.eventilators.com).

* **Actionaid**   
  *Face to face Fundraiser  
  7 Sept 2015 - 30 May 2016*

My responsibilities were coordinating team, training new comers and individual fundraising for child sponsorship (CS). In December 2015, I was chosen as best Fund raiser from Delhi who scored 25 CS and more than 90,000 GD.

* **Padmashree International***Purchase Executive  
  27th March 2017 - 29th September 2018*

Contacting exporters and importers online regarding trading, promoting Business via monitoring social media (Facebook, LinkedIn, Twitter, G+), Worked on Tally as well as ERP, worked on official website (uploading details of new products), maintain records of goods ordered and received, Locate vendors of materials, and interview them in order to determine product availability and terms of sales, prepare process requisitions and purchase orders for supplies.

**QUALIFICATIONS**

* Passed B.E. Electronics and Telecommunication) from Christian College of Engineering & Technology, Bhilai, Chhattisgarh with 62.80%.
* Passed XII from D.L.D.A.V. model School, New Delhi with 63%.
* Passed X from D.L.D.A.V. model School, New Delhi with 69.8%.
* Computer network, Satellite, Radar, Instrumentation, Signal processing, Communication system.
* Fair knowledge in 8050 & 8051 microprocessor and PIC microcontrollers
* Soldering and PCB designing
* Electronic Design, Simulation & Instrumentation Soft wares
* MultiSim/ UltiBoard
* Router
* Windows 98, 2007, XP, VISTA.
* Working knowledge of MS-office, Excel, and Microsoft word, Internet operation, C – language.
* Tally, ERP
* Modifying website

**SKILLS**

* As part of Summer Internship during Bachelor of Engineering (Electronics and telecommunication), I underwent training (1 month) at VIDEOCON, Greater Noida in 2008 on Network Analysis.
* As part of Summer Internship during Bachelor of Engineering (Electronics and telecommunication), I underwent training (1 month) at BHARAT SANCHAR NIGAM LTD, New Delhi, in 2009 on Mobile communication.

**INDUSTRIAL TRAINING**

**PROFESSIONAL COURSES**

* Certificate Course in CCNA” from V.tech Computer Education in 2013.

**PROJECT**

* Minor Project in the subject microcontroller to pc wireless communication in 7th semester.
* Major Project in the subject accidental prevention for automobiles in 8th semester.

**HOBBIES AND INTEREST**

* Playing chess
* Skating
* Watching movies

**PERSONAL DETAILS**

* **Name** - Shipsy Paulose
* **Father’s Name** - Mr. Paulose A.A.
* **Husband’s Name** - Mr. Abey Joseph
* **Gender** - Female
* **D.O.B.** - 27th October 1988
* **Nationality** - Indian
* **Language Known** - Hindi, English & Malayalam
* **Contact No.** - +919871904837
* **Address** - Flat no. – A-203, Neptune Patel Planet, Khojgao, Ambernath West

**DECLARATION**

I hereby declare that all the details furnished above are true to the best of my knowledge.

Place: Ambernath, Thane Shipsy Paulose