# Vrndavani A/P Jeeva (VJ)
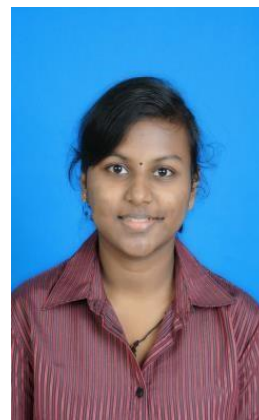
Address: 8D-04-07, Tanjung Court,
　　　　Lebuhraya Thean Teik, Bandar Baru Air Itam,
　　　　Penang
Mobile No: 014-9439057
Email Address: vrindajeeva@gmail.com
https://www.linkedin.com/in/vrndavani-jeeva-5a533bab/
Marital Status: Single

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## Education Background

- Current Qualification: **Bachelor of Technology (Computer Systems and Network)**
- Field Of Study: Information Technology
- Institute / University: Wawasan Open University (Part-Time)
- Grade: CGPA 3.34
- Duration : July 2018 – Present
- Cargo Wise Certified Professional

- Qualification: **Diploma in Information Technology Networking)**
- Field Of Study: Information Technology
- Institute / University: Polytechnic Seberang Perai
- Grade: CGPA 3.43
- Graduation Date: November 2016

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## Employment History

**TOLL GLOBAL FORWARDING (M) Sdn Bhd**

- Position Title: Customer Service Officer
- Industry: Logistic & Transportation
- Duration: November 2016 – July 2017
- Job Scope: Process shipments with Validation, Arrivals, Transshipments, Manifest and Create ASM for shipment

**CAPGEMINI SERVICES (M) SDN BHD**

- Position Title: FMS System Analyst
- Industry: Information Technology Consultation
- Duration: August 2017 – Present
- Job Scope: Listed Below
    1. Major in Freight Management System
    2. Support and manage various application issues using ITIL tools
    3. Troubleshoots the printer and e-doc via system
    4. Provides guidelines , module access and project assistance to users or clients
    5. Assist users regarding various issue in system
    6. Eliminated errors and waste ( Process optimization)
    7. Strong knowledge on different business terms.

## Professional Strength

- Proficient in Cargowise One application
- Excellent in Business Process Optimization
- Excellent in Microsoft office softwares
- Proficient in C++ , Object Oriented Programming and Java
- Strong knowledge with Arduino
- Intermediate in Networking (LAN,WAN,PAN)  , Switches and Servers
- Partial utilization of Cisco basics
- Intermediate in HTML and XML
- Partial utilization of Android Developer Softwares
- Intermediate Linux knowledge

## Additional Info

- Excellent in both Computer Hardware and Software.
- Good Interpersonal Skill and Negotiating Skills.
- Good in Problem Solving and Teamwork
- Excellent with Customer Relationship Management (CRM)
- Excellent in Data analysis and System administration
- 3 years' experience in Workplace Safety (Safety Committee)
- Keen learner and committed to continuous improvement

## Languages

Proficiency (0 = Poor – 10 = Excellent)

| Languages | Spoken | Written |
|-----------|--------|---------|
| Malay | 10 | 10 |
| English | 10 | 10 |
| Tamil | 8 | 0 |

## References

1. Puan Farrah Waheda binti Abdullah
   Academic Advisor
   Politeknik Seberang Perai
   019-449 5191

2. Thiagarajoo Segaran
   System Analyst
   Flex, Bukit Minyak
   010-370 2068

3. Khavissudha Bala
   Support Analyst
   Toll Global Forwarding
   011-3624 8663