



# Mary Rindu Xavier

To be a part of a vibrant and esteemed organization, contribute to its growth, and attain professional and personal milestones in the process.

## Contact

### Phone

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### Address

128 Al Nahda street  
Al Nahda, Sharjah

## Education

2013

### Master of Computer Application (MCA)

MG University/University College of Applied Sciences, Kerala, India.

2010

### BSc. Mathematics

MG University/St.Teresa's College, Ernakulam, Kerala, India

## Expertise

- MS Excel
- MS Word
- Java
- Android
- MySQL
- HTTP

## Language

English

Malayalam

Hindi

## Experience

2023- 2024

Sarora Software Solutions & Consultancy LLC

### Business Account Executive (Sharjah)

**Job Profile-** Create new sales opportunities through social media platforms.

- Set up online meetings with customers.
- Follow up with sales team.
- Create quotations and agreements.
- Website development and handling social media by updating the latest contents.
- Liaise with the customer, follow up and close deals.
- Co-ordinate with software development team.
- Maintain operational records and Prepare weekly reports.

2014 - 2015

Syro Malabar Church Internet Mission (SMCIM)

### Android Developer Trainee (India)

**Job Profile-** Developing a demo model of mobile matrimonial site

- Developing software model.
- Software and hardware specification.
- Analyzing the system and the requirements.
- Designing, Coding and Testing the system
- Implementing the software.
- Maintaining the software.
- Checking the database connectivity.

2013-2014

Dr Brijitha's "DD Dental Clinic"

### Administrator (India)

**Job Profile-** Office Admin

- Set day-to-day activities of the firm.
- Financial planning and accounting.
- Online updating.
- Record keeping.
- Managing staff.

## Personal Details

Date of Birth : January 04, 1990  
Nationality : Indian  
Marital Status : Married  
Visa Status : Spouse visa