

# JOHN KURIAN

10 / 201, VIJAY PARK  
KASARVADAVALI,  
GODBUNDHER ROAD,  
THANE (W) - 400 604,  
MAHARSHTRA- INDIA



## Personal detail

\* Age & DOB : 31 years, 10.05.1976  
\* Gender : Male  
\* Religion : Christian, Catholic  
\* Marital status : Married  
\* Nationality : Indian  
\* Contact no. : 09920893570 / 09969465896  
91-022- 25970186  
\* e-mail address : wilson\_jk@yahoo.com ,  
wils.ck@gmail.com  
\* Languages known : English, Hindi, Malayalam

## Permanent Address

**Cheriyathu House,  
Pezhumpara PO, Vadasserikara  
Pathanamthitta - Dist  
Kerala- state. India, Pin - 689 662**

## Objective

A Senior / Middle Level Administration / Computer System Administrator

## Professional experience

**TWELVE YEARS( TOTAL)**

## Presently working

JUNE 2006 ONWARDS WITH **ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGG. COLLEGE)**, BORIVLI (W), MUMBAI

**Post : System Admin. of the IT. Dept. & Office Executive**

### Job responsibilities :

- Office Administrations
- Software installations
- Solve the Hardware problems,
- Preparing Brochures,
- Preparing Advertisements
- Preparing Magazines
- Preparing Project CDs
- Website design and maintenance
- Managing the Attendance System of the Students.

**Experience prior Joining  
to St. Francis Inst. Tech**

(SIX YEARS )

October 2000 TO May 2006 with **SAVITRI VASANT HIGH SCHOOL & AJIVASAN JUNIOR COLLEGE** at Santacruz (w ), Mumbai.

**Post :** System Admin. of the Comp. Dept.

**Job responsibilities :**

- Assist Principal in office administration.
- Co-ordinating between the Management & Staffs
- Taking IT lectures for Std V to XII.
- Preparing Brochures,
- Preparing Advertisements
- Preparing Magazines
- Preparing Project CDs
- Website design and maintenance
- Looking after the Hardware & Software Dept. of the institution

**Experience prior  
Joining to S.V.H.S**

(TWO YEARS )

Jan 98 to April 2000 with **ACE COMPUTER EDUCATION** at **Mumbai.**

**Post :** Branch in-charge cum Faculty

**Job responsibilities:**

- Administration of the Institute
- Counseling for various courses
- Handling placement services & accounts.
- Coaching Students for various courses.
- Preparing Brochures,
- Preparing Advertisements
- Preparing Magazines
- Preparing Project CDs

**Experience prior Joining  
to ACE COMPUTER**

(TWO YEARS)

Oct 95 to June 99 with M/s. **BRAINPOINT COMPUTER EDUCATION  
& PLACEMENT SERVICES at Grand rd (w) Mumbai**

**Post : In-charge cum Faculty**

**Job responsibilities:**

- Administration of the Institute
- Counseling for various courses
- Handling placement services & accounts.
- Coaching Students for various courses.
- Preparing the study materials & designing the brochures.

**Websites working on.**

**www.malankara.org.in and www.mccietr.org**

**Educational Qualification**

**S.S.C 1990 – 1991 KERALA BOARD**

**Technical Qualification**

**D.C.A (Diploma In Computer Applications) 1 YEAR (NATIONAL  
INSTITUTE OF COMPUTER TECHNOLOGY,QUILON. KERALA.)**

**D.I.T(Diploma In Information Technology.) 1 YEAR (CEDTI,  
GOVT. OF INDIA DEPT. OF ELECTRONICS, AURANGABAD,  
MAHARASHTRA )**

**D.W.A (Diploma In Webpage Designing) 6 MONTHS (ACE  
SOFTECH PVT.LTD, ANDHERI ( W ), MUMBAI.)**

**Extra Knowledge**

Windows-2000, XP, Office XP, D.T.P (CorelDraw, PageMaker,  
PhotoShop), Multimedia, Software installation& Hardware.  
Scanning, Printing, CD-Writing, Lan Network.

**Passport Details. :**

No. : F4885008  
Issued on : 13.09.2005  
Expiry Date : 12.09.2015  
Place of Issued : Thane

**Place : Mumbai.**

*John Kurian*

**Date : December 1, 2007**

( Signature )