ANCY REUBEN

• MCA looking for a corporate job after a career break •

ABOUT ME

I am an experienced software developer, currently working with an NGO as an IT consultant and Donor Service Manager. I am seeking employment with a reputed firm, preferably a software company

EDUCATION

1991 - 1994 • Bachelor of Physics, Mahatma Gandhi University, Kerala

1994 - 1997 • Master of Computer Application, Madras Christian College, Chennai

EXPERIENCE

1997-1998 **NIIT , Kottayam**
Worked as a Computer instructor in a training institute

2000-2004 **Rohde and Schwarz , Munich , Germany**
Software Application Developer
- Assisted in the development and implementation of windows based software applications for CRTU_G machines using VC++
- Took up the responsibility of configuration management and software release using clear case version control
- Prepared documentation of software release using Doxygen

2004-2016 **Career break**
Full time home maker

2016-present **IDEA Foundation**
IT Consultant cum Donor Service Manager
- Supports the LMS platform of the NGO
- Designs and develops social media and online fund raising campaigns for the NGO
- Manages Donor Services and Prepares reports for donors and for CSR partners
- Prepares the monthly newsletter and Annual Reports of the NGO
- Leading a mentoring project of the NGO
- Coordinating Volunteer Engagement opportunities and give guidance to volunteers
- Maintains the website of the NGO

SKILLS

Programming using VC++	LMS and Website Management
Documentation	MS Word, Excel
Report Writing	Good mathematical/analytical skill
Good communication Skill	Fast learner