

From:

**Roni M. Mathew**  
C/o Mr. M. T. Philip  
Post Box No. 1655  
Doha, Qatar  
Tel: +974-417994



To:

**The H R Manager**

Sub: Application for the Post of Software Engineer / Programmer Analyst

Dear Sir / Madam,

I am a Computer Science Engineer from India with more than 5 years experience in Information Technology. I have been working on Oracle / Developer 2000, Web Designing and Year 2000.

I am enclosing my resume herewith for your kind perusal and I am confident that if given an opportunity, I will more than fulfil my employers' expectations.

Looking forward to working with you.

Thanking you,

Yours faithfully,

A handwritten signature in dark ink, appearing to read 'Roni Mathew', written over a horizontal line.

**(Roni M. Mathew)**

## **Roni M. Mathew**

C/o Mr. M. T. Philip, Post Box 1655, Doha, Qatar

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### **Summary**

I have an experience of more than five years in Information Technology, out of which I have more than 3 years experience in Software Development and rest in Supporting, Implementation & Marketing Software Solutions. I have worked in organisations where I have excellent exposure to the Software Development Life Cycle & ISO Quality Procedures. I am committed to work and I think differently to achieve the organisational goals and individual goals.

### **Objective**

To pursue a challenging career in Software Development utilising my experience & educational background.

### **Qualification**

- Bachelor of Engineering (B.E.) in Computer Science from Bangalore University, India. Year-1990-'94
- Completed certificate course in Oracle 7.x and Oracle Database Administrator.
- Undergone training on SCO-Unix Release 5.0
- Attended pre-assessment audits for ISO 9001 certification.

### **Skills**

- Fast learner and can concentrate immensely.
- Good inter-personnel and communication skills.
- Hardworking, Creative, Team-spirited, Result-oriented.

### **Area of Specialisation**

- Application Development using Oracle & Developer 2000.
- Building Web Pages using FrontPage and Visual InterDev.

### **Computer Exposure**

#### **Operating Environments**

SCO-UNIX, Windows NT, 98, 95 & Windows 3.x, MS-DOS.

#### **Databases**

Oracle v 7.x, Oracle DBA, Integra 4.3, Dbase IV.

#### **Front-end Tools**

Forms 5.0 & 4.5 / Report writer 3.0 & 2.5 (Developer 2000 R 2.1 & 1.2), Inform, Inscribe (Front ends of Integra 4), Powerbuilder 5.0 (exposure).

#### **Languages**

PL/SQL 2.2 & 2.3, SQL\*Plus 3.1 & 3.3, COBOL, Pascal, 'C', Assembly Language of 8085 & 8086.

#### **Internet**

Microsoft FrontPage 98, Visual InterDev, HTML, Netscape Communicator, Microsoft Explorer and Visual Java ++(exposure).

#### **Others**

Adobe PhotoShop and Paintshop Pro

## **Self Initiated Projects**

- Designed Web Page for Coromandel Software Limited. This Home page was created as an interest to learn HTML.  
Language : HTML  
Browser : Netscape Communicator 4.04  
Tools : Microsoft FrontPage 98 & Paint Shop Pro  
OS : Windows'95
- Designed Home Page for self and friends using HTML & other web authoring tools.

## **Workshops Attended**

- Attended SCO developers Conference in Bangalore.
- Attended pre-assessment audits conducted by Underwriter's Laboratories Inc., USA for ISO 9001 certification of COSOFT.
- Attended various seminars & workshops on topics such as Time Management, Human Resources, Public Relations, Total Quality Management, Transactional Analysis, Marketing and how to conduct Group Discussions. These seminars were conducted by people from corporate sector and organised by AIESEC.

## **Work Experience**

➤ **Organisation** : **Diwan Amiri ( The Office of H.H. the Emir of State of Qatar), Doha, Qatar**

**Period** : October '98 onwards

**Positions held** :

- Software Engineer
- Project Leader ( Year 2000)

**Responsibilities** : **Software Engineer** -

- In-house development of applications using Oracle 7.x / Developer 2000.
- Web Page Designing

### **Project Leader (Year 2000) -**

- Overall In-charge of the Year 2000 issue in Diwan Amiri.
- Duties Includes - Awareness of year 2000 in the organisation, Prioritisation of Business risk products, Inventory, Investigation, Remedial action planning & implementation, Contingency Planning, Review & audit.

**Organisation Profile** : **Diwan Amiri (The Office of H.H. the Emir of State of Qatar),** is the office of HH the Emir of Qatar, HH the Heir Apparent, HH the Prime Minister of Qatar & various other Ministers.

### **Computer Department-**

The Computer department looks into all IT related issues in Diwan Amiri. The department has Application Development Team for developing applications on Oracle / Developer 2000 and developing web site. Some of the applications developed by the team are FAS, PMS, Archive, Meeting, Appointments and Gifts. The Department also looks into Year 2000, User Support, Networks, etc. in Diwan Amiri.

## Projects

### 1. Year 2000 Compliance

**Period** : Nov '98 onwards  
**Role** : Project Leader, Team Size – 4  
**Contribution** :

- Overall In-charge of the Year 2000 issue in Diwan Amiri.
- Duties Includes - Awareness of year 2000 in the organisation, Prioritisation of Business risk products, Inventory, Investigation, Remedial action planning & implementation, Contingency Planning, Review & audit.

### 2. Information System (Intranet)

**Period** : March '99 onwards  
**Role** : Team Member, Team Size – 2  
**Platforms** : Windows 98, Windows NT 4.0 Server  
**Software** : FrontPage 98, Visual InterDev, Real Server, Real Producer.  
**Description** : This purpose of this site is to provide economy, political, up to date News and general information to H.H. the Emir on a daily basis.

**Contribution** :

- Designing of the site layout and collecting required information for building the site.
- Developing Web Pages and connecting to the database.
- Providing live and recorded audio on the site.

### 3. Telephone Information System

**Period** : Jan '99 to Feb'99  
**Role** : Team Leader, Team Size – 1  
**Platforms** : Unix, Windows 95  
**Software** : Oracle 7.x / Developer 2000  
**Description** : The project is an in-house project. The system is exactly like an on-line telephone directory maintaining information of the employees in the company & having the provision to maintain a personal address book.

**Contribution** :

- Part of Specification design.
- Entire application designed & executed, Testing.

### 4. Help Desk

**Period** : Oct'98 to Dec '98  
**Role** : Team Leader, Team Size – 1  
**Platforms** : Unix, Windows 95  
**Software** : Oracle 7.x / Developer 2000  
**Description** : This system was developed to be used by the Support Department. The system keeps track of the support calls, Customer Information, Vendor Information and Engineer Information. Reports were made on the pending calls, finished calls, assigned calls to engineers, customer information & on the priority.

**Contribution** :

- Part of Specification design.
- Entire application designed & executed, Testing.

- **Organisation** : **Coromandel Software Ltd., Bangalore, India**
- Period** : February '94 to July '98
- Positions held** :
  - Executive - Programmes (Dec '95 to July'98)
  - Marketing & Support Executive (Sept'94 to Nov '95)
  - Trainee (Feb '94 to Aug '94)
- Responsibilities** : **Executive Programmes** -
- Developing applications using Integra4 & Oracle/ Developer 2000 and developing prototypes for the clients.
  - Involved in developing strategies for the improvement of the department.
  - Contributed to the quality system for obtaining ISO 9001 certification.
- Support Executive** -
- Duties included supporting, implementation & marketing of Integra4 – RDBMS & Solutions.
  - Contributing to the quality system for ISO 9001 Certification.
- Trainee** -
- Marketing Integra4 & Solutions.
- Company Profile** : **Coromandel Software Ltd. (COSOFT)**, an ISO 9001 (by Underwriter's Laboratories Inc., USA) certified company specialises in development of Client-Server tools and Database Applications. COSOFT's product, Integra4 is the first RDBMS software conforming to the latest standards (SQL92, ODBC, etc.) and has found acceptance as in the same class as the leading names, such as, Oracle, Sybase, and Informix.

## Projects

### 1. Personnel Management System

- Period** : December '97 to July '98
- Role** : Team Member
- Team Size** : 3
- Platforms** : Unix, Windows 95
- Software** : Oracle 7.x / Developer 2000
- Description** : The system will include personnel data entry form in which all personnel details like Employee name, address, promotion details, increments are entered and overtime data entry form which includes details regarding the daily overtime work done by staff. These forms provide the user with the GUI facilitating actions like addition, modification & deletion of the personnel data with a single button click. All the necessary triggers for transactional control & data are incorporated.
- Contribution** :
  - Part of specification design & designing of the application.

## 2. Computerisation of Admedia

<b>Period</b>	:	April '97 to Sept'97
<b>Role</b>	:	Team Member
<b>Team Size</b>	:	4
<b>Platforms</b>	:	Unix, Windows 95
<b>Software</b>	:	Oracle 7.x / Developer 2000
<b>Description</b>	:	Adworld is a product for advertising agencies handling a vast range of media related tasks. Media Operations include planning stage, preparation of estimates, releasing of orders and contracts of press, (e.g. Newspaper & magazines), Television (Doordarshan & Private Channels), Radio and Hoarding. Census will give complete information on percentage of readership of a particular publication on population literacy, Viewership of TV programs both National & Private Channels. Accounts will take care of Inward & Outward billing.
<b>Contribution</b>	:	Media Operation <ul style="list-style-type: none"><li>• Design of Master &amp; Transaction Tables (Press, TV, Radio and Hoarding).</li><li>• User Interfaces and reports of press (Casual, Campaign), Television, Radio and Hoarding</li></ul>
<b>Modules</b>	:	<ul style="list-style-type: none"><li>• Media Operations, Census Information and Accounts</li></ul>

## 3. Production & Inventory Monitoring System

<b>Period</b>	:	July'96 to March'97
<b>Role</b>	:	Team Member
<b>Team Size</b>	:	3
<b>Platforms</b>	:	Unix, Windows 95
<b>Software</b>	:	Oracle 7.x / Developer 2000
<b>Description</b>	:	The Package computerised the existing manual Tracking of Textile unit production. It will monitor the day-to-day production of orders undertaken by the company. The Module maintains various information regarding the cutting, stitching, checking, ironing, packing and finishing sections. It tracks down material movement within the sections. The system will generate journals that will show the current status of orders, like whether it is lagging, wastage reports, previous rejection details for the similar orders etc.

The Inventory system maintains various information regarding the purchase orders, fabrics (Balewise), D.C.'s to different Sections and Branches, General Materials, Purchase Returns, Sales & Stock Validation.

<b>Contribution</b>	:	Part of Specification design. <ul style="list-style-type: none"><li>• Common libraries.</li><li>• Creating of User Interface Forms Cutting, Checking, Ironing, Packing &amp; Finishing, Generation status, lagging, wastage, point calculation journals.</li></ul>
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#### 4. Sales Order System

<b>Period</b>	:	Feb'96 to May'96
<b>Role</b>	:	Team Member
<b>Team Size</b>	:	2
<b>Platforms</b>	:	Unix, Windows 3.x
<b>Software</b>	:	Oracle 7.x / Developer 2000
<b>Description</b>	:	The main feature of this system are provision for generation of sales quotations for customers, customer information, Generation of sales order from partial quotation and generation of shipping advice for partial sales orders. Reports of all sales order pending or otherwise with a detailed list of items are printed over in a period time, thus enabling one to determine which sales orders have shipped partially or completely.
<b>Contribution</b>	:	<ul style="list-style-type: none"><li>• Part of Specification design.</li><li>• Entire application designed &amp; executed.</li><li>• Integrated Testing and implementation.</li></ul>

#### Voluntary Work

➤ <b>Organisation</b>	:	<b>AIESEC (International Association of Students in Economics &amp; Management)</b>
<b>Period</b>	:	March '92 to June '94
<b>Positions held</b>	:	<ul style="list-style-type: none"><li>• Public Relations and Alumni Controller (Jun'93 to Jun '94)</li><li>• Exchange Officer (October '92 to May '93)</li><li>• General Body Member (March '92 to September '92)</li></ul>
<b>Responsibilities</b>	:	<ul style="list-style-type: none"><li>• As Public Relations and Alumni Controller for the year 1993-94, organised large projects, attended seminars, and national meetings. Headed a team of 8 members with diverse portfolios.</li><li>• As Exchange Officer handled the Exchange Programme (International Traineeship Exchange Programme) of Bangalore and headed a team of 4 members.</li></ul>
<b>About AIESEC</b>	:	<p><b>AIESEC</b> (<i>Pro. Eye-sec</i>) is the French acronym for <b>The International Association of Students in Economics and Management</b>. AIESEC is the world's largest student-run organisation, spread over more than 87 countries with more than 85,000 members. AIESECers learn various management-related topics through its various training programmes and projects which are conducted very regularly &amp; assisted by the corporate sector.</p> <p>AIESEC enjoys the patronage of IBM, AT &amp; T, Oracle, Citibank, TCS, HLL, TATA to name a few.</p>

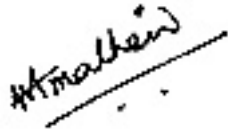
## Personal Details

**Date of Birth** : 26th December 1970                      Age - 28 years  
**Sex** : Male  
**Permanent Address** : Vazhuvelil House,  
Kozhimala P.O.,  
Thiruvalla,  
Kerala, India  
Pin Code : 689541  
Residence : ☎ +91-473-663138

**Marital Status** : Married with a 6months old daughter  
**Religion** : Christianity  
**Nationality** : Indian  
**Passport Details** : Number - T 231776,  
Issued From - Trivandrum, Kerala.  
Valid until - December '2004.

**Achievements** : 

- School Prefect in 1985 - 86.
- Awarded the Inter - College Best Designer in 1990.
- Public Relations and Alumni Controller, AIESEC - Bangalore, 3/93 - 6/94.



**(Roni M. Mathew)**