

Jayraj Joshi

A/33, Sunil Society. Above Canal. Maninagar,
Ahmedabad 380008. GJ, India.

Cell: +91.97125.77545

E-mail: joshijayraj@hotmail.com

OBJECTIVE

Develop mind in motion which make power that rules and brilliance of diamond with professional skills.

EXPERIENCE

[1] C.T.O (Chief Technology Officer) | GlobalShadow

November 2005 – January 2009

- Developed billing process and database system in **MS Access and MS Excel** for USA based client OnlineBenefits, Inc. NY USA for Benergy product includes 1090 US and South Africa based broker companies' 20,500 employee and HR benefits websites records.
- Developed Internal Audit system in MS Access and MS Excel for USA based client A.D.A.M Corporation which reduced billing processing time by 60%.
- Independently started and maintained **outsourcing contracts** with Online Benefits NY USA, An A.D.A.M Corporation Atlanta USA and Advanced Communication Technologies/Encompass Group Affiliates NY, USA.
- In charge of each and every development projects under company.
- Maintaining company infrastructure (building, computers, LAN & Voice network hardware)
- Advertise, Recruit and train new employees in BPO process for US based clients for night shifts.
- Manage **relations** with vendors (Internet service providers, Hardware vendors and other facility suppliers)
- Create/maintain Govt. registered contract with foreign companies under

terms and conditions and administer daily routine by staff on outsourcing work.

- **Correspondence** via telephone, email, online Yahoo, Skype, MSN messengers, VOIP with foreign clients and local facilitators.
- Maintain **relations** with STPI (Software Technology Parks of India, Govt. of India for 100% EOU Unit) and administer every audit and send financial details to RBI (Reserve Bank of India) and STPI on quarterly basis.
- Maintain Salary, payroll, stipend, Office & Entertainment Expenses, for all employees, trainees and project developer students of Universities working in company.

[2] Outsourcing Service Provider, Freelancer | JayGlobe Technologies

March 2008 – April 2009

[3] Data Processing Assistant | Lions Computer Consultancy

October 2000 – September 2001

[4] Data Processing Operator | AONE Consultancy

April 2000 – September 2000

EDUCATION

MCA -Master of Computer Application (2003-2006) 69.50%

BCA -Bachelor of Computer Application (2000-2003) 59.50%

PROFESSIONAL PROJECTS

[1] Benergy Audit System | GlobalShadow, OnlineBenefits. NY, USA

Aug 2006 – Jan 2007

Role: Project Manager

Package: VB.NET, MS Access 2003

Reports: PDF, MS Excel 2003, MS Word 2003

Client: Windows XP. Server: Windows 2003 Server.

Tools: Citrix Neighborhood, MS Visio 2003.

- Engineered software for USA based client OnlineBenefits, Inc. for auditing of 24,000 online websites records.

- Comparing downloaded data from USA based server to GlobalShadow data includes comparison of 25 products, pricing, email accounts, websites under parent Broker Company.
- Database includes 20 tables including 2 tables with 61 fields to compare for external financial audit and internal audit.
- Software includes 125 different data matching queries includes joins, relations, update, delete, make table, mismatch, crosstab, union queries.
- Software developed for daily use includes download of reports from FTP Server and Web address.
- Reports generated in MS Word and Excel to make FTP transfer easy.
- Software reports can also be used in Year Ending Financial Audit for Company data proofing and Accounts Receivable collections.

[2] Retiree Benefits System | GlobalShadow, OnlineBenefits. NY,USA

Sep 2006 – Dec 2007

Role: Project Manager & Administrator

Package: VB.NET, MS Access 2003

Reports: PDF, MS Excel 2003, MS Word 2003

Client: Windows XP. Server: Windows 2003 Server.

Tools: Quick books, Citrix Neighborhood, MS Visio 2003.

- Engineered software for USA based client OnlineBenefits, Inc. for processing of Retiree Benefits records of Employee insurance, medical and pension plans.
- Software includes processing of medical benefits and pension plans as per registered Bank of America data of employees.
- All data processed as per pdf cheques copy received by company through internet or via FTP Server. Software used to ensure correct date to issue and correct month of processing under given credit balance same as Bank account in Bank of America.
- Software generates data for Accounts department to enter in quick book software and verify final monthly amount in account.

[3] The 2G System | GlobalShadow, A.D.AM Corp. NY,USA

March 2007 – Jan 2008

Role: Project Manager & Outsourcing System Consultant

Package: VB.NET, MS Access

Reports: PDF, MS Excel 2007, MS Word 2007

Client: Windows Vista Home Premium 2007. Server: Windows 2003 Server.

Tools: Quick books, Citrix Neighborhood, MS Visio.

- Engineered software for USA based client A.D.A.M Corporation New York and Atlanta for launching new employee & HR benefits product in all over United States.
- Software includes conversion of old 12,000 websites records by changing terms and pricing into 5,000 new product's websites.
- Provided outsourcing and business logic consulting as Chief Technology Officer to Client Company's account and Administration department.
- Software used to generate report includes pricing, averages, projections and conversion ratio of websites and its effect on NGB (Net Growth of Business)
- Data from reports helped Financial Officers, Relationship/Sales Managers and Accounts Receivable department for changing new launching product's terms and pricing.

EDUCATIONAL PROJECTS

[1] **Vibrant Gujarat Event & Advertisement system** | **iNDEXTb (Industrial Extension Bureau, Govt. of Gujarat**

May 2005 – Oct 2005

Role: Project developer as MCA Student.

Package: VB, MS Access, MS Excel

Reports: MS Excel 2003, MS Word 2003, MS Data report

Client: Windows XP. Server: Windows 2000 Server.

Tools: MS Visio.

- Engineered software on Govt. of Gujarat's Event, Advertisement and Publicity Campaign for Govt.'s Events at **iNDEXTb (Industrial Extension Bureau, Govt. of Gujarat's ISO 9001-2000 Certified Organization)**

- Developed Print Media component for all National and International News Paper rates with Edition, Region and Column specification including different rates of news papers and Local, International, In-Flight, Business Magazines. This component also includes media rate card of 30 different advertisement categories of 32 editions.
- Designed **Budget projection** modules.
- **Designed customized advertisement modules for Discovery and BBC World (Asia & Europe beams) channels**

[2] Payroll Management system | Sunrise Computer & Management Consultancy

Oct 2002 – March 2003

Role: Project developer as BCA Student.

Package: VB, MS Access, MS Excel

Reports: MS Excel 2000

Client: Windows XP. Server: Windows 2000 Server.

Tools: MS Visio.

Software was designed for Sunrise Computer & Management Consultancy for Govt's payroll system. Software includes **payroll** on with HRA, DA, IT, Entertainment expense, Gross salary, Net salary on the basis of EL (Earned leave), CL (Casual leave), Medical leave, Sick leave according to government rules.

TECHNICAL SKILLS

- Operating systems: Windows Vista 95, 98, 2000, XP, 2003 Server
- Programming Languages: FoxPro, COBOL, C, and C++.
- Front-end: Visual Basic 6.0, VB.NET
- **Expertise in Microsoft Office Word, Excel, PowerPoint, Access (Versions: 97/2000/2003/2007), Frontpage, Infopath, Visio, Groove and Publisher**
- Reports: Data Report, Crystal Reports, MS Office automated Word and Excel reports, Automated HTML and PDF reports.
- **Expertise in Content writing, Excel formulas, Lookups, Word Mail merge and report generation.**
- Back-end: MS Access 97/2000/2003/2007, MS SQL
- Software Packaging & Modeling: Package modeling with UML,

Microsoft Visio 2003 Enterprise Architect and Rational Rose.

- **Networks & Internet:**

- a) **Outlook**, Yahoo messenger, Skype, MSN, Emailing
- b) Website design and development, Content writing.
- c) **LAN**, WAN, Remote Desktops, FTP, Firewalls, Routers
- d) Hosting and domain management
- e) CISCO ATA 186 Voice Over Internet Protocol (VOIP)
- f) Link Sys 188 PAP2 Voice Over Internet Protocol (**VOIP**)

ACHIEVEMENTS

Awarded with 2nd Rank in National Level Technical presentation on Nano Technology and Quantum Computing. Event was sponsored by ONGC on 8th January 2005.

PERSONAL DETAILS

Birth Date:	18 th August 1983
Sex:	Male
Height:	5.9"
Weight:	67Kg
Marital Status:	Never Married
Language Skills:	English, Hindi, Gujarati (Can Write, Speak and read)
Interest:	Consulting, Establishing Overseas Clients, Travelling, Movies
Family background:	Mother: Working in Govt. of Gujarat's iNDEXTb (Industrial Extension Bureau) at UdyogBhavan. Gandhinagar, Gujarat, India. Brother: Owns Star-Mark consulting business in Karnavati club, Ahmedabad, Gujarat, India.

REFERENCES

1. Name: Mr. Atul Patel

Company: Advanced Communication Technology/Encompass Group Affiliates. New York, USA

Designation: Controller

Mobile: 1-516-6956-978
2. Name: Mr. Janakbhai J. Shah

Company: iNDEXTb Computer Center. Govt. of Gujarat, Gandhinagar, Gujarat, India

Position: General Manager (Information Technology)

Mobile: +91-982504-9426
3. Name: Mr. Mukesh Patel

Company: Alps Infosys Ltd. Ahmedabad, India.

Position: Managing Director

Mobile: +91-982506-6849