

Jasira Zainaba



Abu Dhabi, UAE



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CAREER OBJECTIVE

Seeking new challenges, looking to join a progressive organization that has a need and offer opportunities for advancement. Seeking a position where I can serve with my utmost capabilities and where I can give full play to my creativity to excel within and to grow with the Institute.

EXPERIENCE

AASKIN TECHNOLOGIES – Mangalore, India

DEC 2019 – AUG 2020

Data Entry Operator

- Entering customer and account data from source documents within time limits.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for errors, correcting any incompatibilities and checking output.
- Respond to queries for information and access relevant files.

INFOSOFT SOLUTIONS – Kerala, India

AUG 2017 – OCT 2019

Admin Assistant / Document Clerk

- Performed clerical tasks including answering phone calls, sorting mails and sending correspondence.
- Scanned, filed and transmitted various documents and adhered to digital filing procedures.
- Schedule and coordinate meetings, appointments and travel arrangements for superiors.
- Greet clients and assist visitors to appropriate person, location or department.
- Maintained office supply inventory and managed office equipment maintenance.

EDUCATION

Bachelor of Engineering (Electronics and Communication Engineer)
Visvesvaraya Technological University – Karnataka, India

2016

Central Board of Secondary Education
Apsara Public School - Kerala, India

2011

PROJECTS

- **Intelligent Smart Trolley**

To improve the speed of purchase and to perform the rapid billing system by avoiding the queue in the billing counter. To detect the areas where discounts are available.

TECHNICAL SKILLS

- Proficient in MS Office: Excel, Word, PowerPoint, Outlook.
- Basics of C & C++
- Basics of MATLAB

STRENGTH

- Smart working, ability to get along well with people.
- Good analytical skill and positive attitude.
- Excellent communication skills.
- Quick learner.
- Quest for learning.

PERSONAL DETAILS

Date of Birth	: 01/01/1993
Nationality	: Indian
Marital Status	: Married
Religion	: Muslim
Visa Status	: Tourist Visa
Languages Known	: English, Hindi, Malayalam, Arabic (read & write)

DECLARATION

I hereby declare that the information provided above is true to the best of my knowledge.

Jasira Zainaba