



DEVI SUBRAMANIAN

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GENERAL SKILLS:

- Good communication skills, Team-working skills, Organization and Time management skills.
- Guest / Client Management, Customer service

EXPERIENCE:

- Working as Admin Application Engineer in for generators **JENGAN LLC, Dubai**
- MEP -QC on Site Administration engineer at **Shoba electro mechanical contracting llc**
- Administrator and Sales Coordinator in **Max Diesel Trading, Ajman**
- Customer services team lead at **Soliton technologies, Coimbatore (2 years)**

ACADEMIC SKILLS:

- MS Word, MS Excel, Power Point presentations.
- All Secretarial, Administration works- documentation.

TECHNICAL SKILLS:

- MS Office, Excel, word etc.
- Internet and E-mail Application, Data management, organizational skills, customer care/customer service, telesales.
- Generators, quotation, costing, compliance statements making etc.

PERSONAL DATA:

- ★ Date of Birth : 25/09/1993 (Muscat)
- ★ Sex : Female
- ★ Marital Status : Married
- ★ Nationality : Indian
- ★ Visa status : Husband Visa

Residing place : Muwaileh, Sharjah

CURRICULUM VITAE

CAREER OBJECTIVE

To seek a challenging and responsible position in a professional organization where I will have the opportunity to make a positive contribution to business growth and to achieve personal development and career advancement.

EDUCATIONAL SUMMARY

- ★ Master degree in Communication Systems engineering
- ★ Bachelor degree in Electronics and Communication engineering
- ★ Higher Secondary Education (CBSE), Bharat Vidya Mandir, Kerala
- ★ Secondary School (1 to 10), Indian School, Muscat
- ★ Handled lecture classes for PMKV courses
- ★ Conducted lectures for under graduate students
- ★ Have researched on project topics and submitted research papers to the Education Management Committee in line with IA Eng membership
- ★ Participated in 1 International Seminar and 2 National Seminars. Presented papers at 3 conferences

ACADEMIC PROJECTS

MASTERS IN ENGINEERING - 2018 – Anna University (M.Tech)

- ★ **E-Billing and E-Auditing using IoT**

Publication:- "IoT based E-Billing and E-Auditing"
International Research Journal of Engineering and Technology (IRJET) Vol. 5, Issue 5, May 2018 S.NO:629

BACHELORS IN ENGINEERING - 2016 – Anna University

- ★ **"Smart sleep care system for quality sleep using pic and IoT"**

Additional Mini project for Science Expo on
"Automatic Room Light Controller using Sensors, (2015)"

DECLARATION:-

I hereby state that all the above information is true and correct to best of my knowledge. If I have given an opportunity, I assure you that I will sincerely meet your requirements.

Place : Sharjah

Date : 12.10.2020

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