

NISHITHA.K.C

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Carrier Objectives

To obtain a challenging position in a high quality engineering environment where my resourceful experience and academic skills will add value to organizational operations. To be placed in a company in which I can use my technical skills and leadership qualities to the upliftment of the company and personal growth.

Professional Snapshot

- Having Three months experience as Receptionist/Admin Assistant in Abu Dhabi, UAE.
- A progressive and multitalented lecturer with extensive practical knowledge having 6.5 year's experience as Assistant Professor.
- Excellent knowledge of Computer technologies such as Networking, OOAD.
- Installed and maintained Software Components.
- Excellent in providing the real time knowledge about technology.
- Excellent knowledge of subject and also have great practical knowledge.
- Excellent Presentation, motivational and leadership skills.
- Ability to analyze and resolve basic computer problems.

Organizational Experience

**May 2021 – July 2021 with Al Etibar Electromechanical Contracting LLC, Abu Dhabi, UAE
(Receptionist/Admin Assistant)**

- Manages incoming and outgoing calls and transferring them to the respective individuals.
- Maintains and monitors a calendar of important dates and ensures that complete and updated information is available for all matters and arranges for reminders as necessary
- General Correspondence.
- Filing various documents and updating database.

- Receives and screens incoming calls and visitors, determines which are priority matter and alerts the executive accordingly
- Performs a wide variety of complex and confidential secretarial tasks
- Performs a variety of administrative or executive support tasks that are highly confidential.
- Arranging meetings, appointments & travel arrangement of superiors.

Dec 2012 – Apr 2019 with Vel Tech Multitech Dr.Rangarajan Dr.Sakunthala Engineering College, Chennai , Tamil Nadu

(Assistant Professor)

- Conducting lectures and preparing the material for graduate and undergraduate students.
- Participate in student recruitment, and placement activities.
- Serve on academic or administrative committees to deal with institutional policies.
- Initiate, facilitate, and moderate classroom discussions.
- Planning, evaluating and revise curricula, course content, and course materials and methods of instruction.
- Acted as Higher education Coordinator and placement coordinator
- Worked for National Board of Accreditation (NBA) 2017-2020.

Key Responsibilities

- Thorough Knowledge about Windows Operating Systems and Mac
- Proficient in networking, Printers, PC Systems.
- Performs basic problem solving and assistance on various software applications .
- Strong departmental and organizational abilities.
- Provide the help during the project.
- Strong analytical and time management skills.

Technical Purview

Programming Language : C, C++, Python, Scratch, Java

MS Office :Advance

Education

- Bachelors in Computer Science Engineering with 75% of mark obtained from Vins Christian College of Engineering, Anna University, Tamil Nadu, India.

- Master's in Computer Science Engineering with 80% of mark obtained from Anand Institute of Technology, Anna University, Tamil Nadu, India

Training Programs

- International Conference on Internet of Things and Challenges (Dec14th ,15th 2017).
- National Conference on Network & Computing Technologies (23rd Jan 2018).

Personal Details

Nationality	:	Indian
Address	:	Musaffah, Abu Dhabi
Date of Birth	:	16 th January, 1989
Fathers Name	:	Chellackon.K
Marital Status	:	Married
Languages Known	:	English, Tamil, Malayalam
Reference	:	Upon Request
Visa Status	:	Visit Visa (On process to make it as husband visa)

Declaration

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Place: Abu Dhabi

Yours Truly,

Date: 09-10-2021

(Nishitha K.C)