



RUBAYYA R S

ADMIN ASSISTANT | DOCUMENT CONTROLLER | TEACHING FACULTY |
CENTER COORDINATOR | FRONT DESK MANAGER

+971557264348

rubyrazak@gmail.com

Passport No:M5789326



KEY SKILLS

- Administration
 - Office management
 - Technical management
 - Tutorial skill
 - Customer services
 - Secretarial services
- Coordinating office activities and operations to secure efficiency and compliance to company policies. Supervising administrative staff and dividing responsibilities to ensure performance.
 - Organize and coordinate office administration and procedures, to ensure organizational effectiveness, efficiency, and safety.
 - Encompass several functions right from planning, scheduling, budgeting, leading technical teams, and projects, providing technical expertise, managing client requirements.
 - Providing students with academic support during assigned hours, developing academic materials and collaborating with instructors to ensure the lesson materials are appropriate for the grade level or student's skill set.
 - Maintaining a positive, empathetic, and professional attitude toward customers at all times.



PROFESSIONAL EXPERIENCE

October 2015 - April 2017

ASSISTANT PROFESSOR

TKM College of Engineering, Kollam, Kerala

- Guide, lead and mentor students in research projects.
- Evaluate, monitor and mentor student academic progress.
- Create, innovate and implement career-enhancement programs and activities.
- Participate in departmental and college activities.
- Serve and support functional activities of departmental committees.
- Assess, review and evaluate student activities and progress.

December 2020 - Current

CENTER CO-ORDINATOR

NET Engineering Technology Thiruvananthapuram, Kerala

- Responsible for effective curriculum delivery, the achievement of departmental goals and the meeting of targets and benchmarks
- Have a key role in the development of a positive work environment, is innovative and responsive to student needs.
- Expected to be careful of Institution assets and effective managers of budgets.
- Work with the leadership team to achieve the college vision and mission.



EDUCATION QUALIFICATION

Master of Technology, Signal Processing

LBS Institute of Technology For Women Poojappura.
University of Kerala, Thiruvananthapuram, Kerala

Completed, August 2014
Marks 8.24 [CGPA]

Bachelor of Technology, Electronics & Communication Engineering

Muslim Association College of Engineering, Venjaramoodu
University of Kerala, Thiruvananthapuram, Kerala

Completed, April 2012
Marks 8.25 [CGPA]

Intermediate, Bio-Science

Sreesaradavilasom HSG School, Chirayinkeezhu
Higher Secondary Board, Thiruvananthapuram, Kerala

Completed, March 2008
Marks 92 %

High School

KTCT EMR HSS, Kaduvayil, Thottakkadu, Kallambalam
State Board Thiruvananthapuram, Kerala

Completed, March 2006
Marks 89 %



COMPUTER PROFICIENCY

OPERATING SYSTEMS

- WINDOWS

SOFTWARES

- Communication Tools (Google Meet, Zoom, Google Hangouts, Skype)
- Social Media (Instagram, Facebook)
- Spreadsheets (Excel, Google Sheets)
- Word Processing Tools (Microsoft Office, Google Docs)
- Presentation Tools (Google Slides, Power point)



TRAINING AND CERTIFICATIONS

- **ALL INDIA RADIO:** Attended the training programme from 4th December to 7th December 2008 and discussed about Transmission equipments, switching equipments and external plants.
- **DOORDARSHAN:** Discussed about Transmission and reception process that take place in Doordarshan.
- **AIRPORT AUTHORITY OF INDIA:** During this visit the various steps activities in the CNS department was discussed.



PROFESSIONAL AFFILIATIONS

- Participated in the Faculty Development Programme on “Computer Vision & Video Analytics” organised by the Electronics & Communication Engineering Department of TKM College of Engineering, Kollam, sponsored by TEQIP II from 14th to 19th December 2015.
- Attended in the Short Term Training Programme on “PDLC and Embedded systems design” sponsored by TEQIP-II on 21st to 23rd April 2014 at LBS Institute of Technology for Women, Poojappura, Trivandrum.
- Attended One day workshop on “LABVIEW” conducted by professional activities, IEEE Kerala Section & National Instruments Inc. on 29th June 2013 at Mar Baselios College of Engineering & Technology, Trivandrum.
- Participated in the Short Term Training Programme on “Statistical and Mathematical Techniques for Engineers” on 19th to 23rd November, 2012 at LBS Institute of Technology for Women, Poojappura, Trivandrum.
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SKILLS

INTERPERSONAL SKILLS

- Presentation skills
- Communication skills
- Listening skills
- Teamwork

STRENGTH

- Flexibility
- Adaptability
- Learning agility
- Personal Management

WEAKNESS

- Work Ethic
- Self-criticism



PROJECTS

- **Memory Efficient SHA-2/HMAC Encryption:** An efficient approach to achieve fault tolerance in the secure hash standard where the keyed hash message authentication code (HMAC) is introduced.
- **Audio Inpainting:** The aim of this project is to recover audio intervals distorted due to impairments.
- **CCSDS recommended lossless compression for telemetry data:** The aim of this project is to increase the efficiency of transmission of telemetry data using rice algorithm.



PERSONAL DETAILS

- Guardian's Name : Abdul Rassak
- Husband's Name : Mr. Nazeem T
- Date of Birth : 14/12/1989
- Gender : Female
- Marital Status : Married
- Nationality : Indian
- Languages Known: English, Malayalam, Hindi

DECLARATION

I, RUBAYYA R S, hereby declare that the information furnished above is true to the best of my knowledge and conscience.

RUBAYYA R S