



CONTACTS



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National paints, Sharjah
UAE



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SKILLS

- Programming Languages: Java,C/C++
- Software Packages: MATLAB .
- Platforms: Linux, Windows XP.
- Databases: SQL, MS access.

LANGUAGES

English	<div><div></div></div>
Hindi	<div><div></div></div>
Arabic	<div><div></div></div>

SAJIDA SHABEER

IT ASSISTANT CUM COORDINATOR

Dedicated IT ASSISTANT CUM COORDINATOR with 4 years of experience is now looking to obtain a position where my extensive experience can be utilized to expand my duties in order to move up to a high-level position within the organization.

EXPERIENCE

ICT TEACHER CUM COORDINATOR

March 2019 - Present

HABITAT SCHOOL,AL TALLAH – AJMAN,UAE

- Provide technical assistance to office staffs as needed.
- Report any repair or maintenance to maintenance team.
- Assist in software and hardware upgrades.
- Train end users on usage of computer hardware and software.
- Setup computers and install software for various applications and programs.
- Design efficient IT systems to meet business and technology needs.
- Develop and manage effective professional working relationships with contractor personnel, co-workers.
- Setup desktop computers and peripherals and test network connections.
- Create and document logs for network activities.
- Interact with students, parents and faculty.
- Design appropriate teaching plans and schedules.
- Design coherent instruction methodology and Inculcate discipline in students.
- Determine and troubleshoot technology services for staff.
- Design and develop appropriate computer instructional material.
- participate in department, school meeting and parent meetings.

ADMINISTRATIVE OFFICER

Sep 2016 – March 2019

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- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, schedules meetings and supports visitors.
- Completes operational requirements by scheduling and assigning administrative projects and expediting work results.
- Makes travel arrangements for senior staff such as booking flights, cars and hotel or restaurant reservations.
- Exhibits polite and professional communication via phone and e-mail.
- Supports team by performing tasks related to organization with strong communication.
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Ensures operation of equipment by completing preventive maintenance requirements.
- Provides information by answering questions and requests.
- Carries out administrative duties such as filing, typing, etc.
- Completes operational requirements by scheduling and arranging departmental meeting to increase the sales.
- Developing & maintaining successful business relationships with all prospects.

EDUCATION

M.TECH(Master of Technology) -83%

2014 – 2016

**Computer science and Engineering
(Specialization in Digital Image
Processing)**

COCHIN UNIVERSITY,KERALA,INDIA

B.TECH(Bachelor of Technology)-80%

2010 – 2014

Computer science and Engineering
CUNIVERSITY OF KERALA,INDIA

PUBLICATION

Automated system for noise removal and karyotyping of human metaphase Image . (Accepted and Published by International Conference ICCSP-2016).

PROJECTS

**AUTOMATED SYSTEM FOR NOISE REMOVAL AND KARYOTYPING OF HUMAN
METAPHASE CELLS (M. Tech) .**

**SCALABLE AND SECURE SHARING OF PERSONAL HEALTH RECORDS IN CLOUD
COMPUTING USING ATTRIBUTE BASED ENCRYPTION (B. Tech).**

PERSONAL PROFILE

Visa Status	:	Husband Sponsored Visa
Date of Birth	:	05/05/1993
Marital Status	:	Married
Nationality	:	Indian
Passport	:	M9354217

DECLARATION

I hereby declare that the above facts given by me are true to the best of my knowledge and belief.

SAJIDA SHABEER