

FAYAZ DEEN

Position : Software development, Admin, Customer Service
Edu. Qualification : Bachelors in Computer Application
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Visa Status : Employment Visa



Summary :

- Seeking a beginner's role to explore and enhance my technical knowledge gained at University in the last three years
- Comfortable with projects that require multi-tasking and flexible with changing priorities
- A communicator and collaborator who is efficient in planning, organizing, and executing meetings and conferences
- Ability to work with C,C++,HTML. Can work well under pressure and make the best of any situation
- Can coordinate and collaborate with content, design and social media teams
- Excellent grammar and English language skills
- Work well in a team and can boost morale
- Highly capable and Data Entry Operator with an excellence of accuracy and client satisfaction
- Strong ability to handle multiple alphanumeric data entry projects with the highest degree of timeliness and efficiency
- A quick learner and result oriented

Work Experience:

1. May 2020 to Present – Asset Tracking Executive at Smart Vision for Information Systems, Abu Dhabi, UAE

- Working under the project of UAE government(Ministry Of Education) for e-asset management vertical
- Data retrieving, analysis and quality checking of materials.
- Organize and preparation of executing plans.
- Tracking of IT and Non-IT materials and its working conditions.
- Created and maintained detailed management processes and procedures to drive efficiency and accuracy.
- Managing and maintain effective record keeping.
- Adding inventory into the database.

2. May 2019 – Dec 2019 - Software development Intern at Sai Incubation Centre, Coimbatore, Chennai, India

- Responsible to test the programming code implemented on RFID tags using Arduino IDE
- To design and check the working of electronic components in Proteus Software
- Providing administration support to Sales Reps, Property Managers and Senior Management
- Data entry (sales figures, property listings etc.)
- Dealing with email enquiries
- Arranging both internal and external events
- Possibly maintaining the company social media accounts

Educational Qualifications:

BCA. – Bachelor's Degree in Computer Application [2016 – 2019]

- 3 years' full time Bachelor's Degree with Programming as major subjects from Madras University, India [**COURSE COMPLETED**]

Projects:

- Involved in creating a local website for my hometown using *blogger.com* (www.madukkur24x7news.com) which is used for Classifieds, events, business directory etc.,

Skill Sets:

- Data entry
- Basic Programming knowledge
- Administrative skills
- Communication (**written and verbal**)
- Digital/Social Media Marketing
- Customer Service
- Good verbal & written communication skills
- Meet and greet visiting client's
- Problem-solving skills
- Team working ability.
- Self-Motivation
- Reasonable word processing skills

Technical Skills:

- C and C++
- HTML and CSS
- MS Office
- Outlook
- Photoshop

Certifications:

- Embedded IoT (Internet of Things) at Greens Technology, Chennai **(August 2019)**.
- Digital Marketing through *Udemy.com*-[Credential ID](#) **(January 2020)**.

Personal Details:

Nationality	: Indian
Religion	: Islam
Date of Birth	: 12 – June - 1997
Languages Known	: English, Tamil, Malayalam, Hindi (R&W) , Arabic (R&W)
Marital Status	: Bachelor
Visa Status	: Employment Visa
Notice period	: Immediate

I hereby declare that the above given information is true and correct to my knowledge.

FAYAZDEEN K