

NAJMA RASHID

Experienced in administration and entry level software engineer

Abu Dhabi

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I have completed BE in computer science and engineering. Have an experience as an entry level software engineer. More than three years of proven administration experience. Have an experience as a computer teacher and kindergarten teacher. I have proven my ability in all the platform i worked and willing to learn more and done all the assigned job with all perfections

Work Experience

Administrative Officer

Saafttech

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Kerala

March 2015 to September 2018

- * Perform administrative duties correctly. Schedule appointments meetings according to prioritised activities. Maintained daily office operations and maintained the reports and documentations.
- * Handled various reports which were confidential and sensitive.
- * Manage office and administrative operations properly, collecting the information and organising and analyzing it and created presentations for executive support programs
- * Entrusted to manage office duties in the absence of supervisor. Provided knowledgeable response to information requests, screened and transferred and answered the calls and acted according to the office and client requirement and specification.
- * Earned good records for excellence in areas of work with accuracy and quality.
- * Ability to learn and master new concepts with positive attitude with work ethics and commitment for a quality service.

Entry level engineer

HCL Technologies

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Chennai, Tamil Nadu

August 2012 to May 2013

- * Vast knowledge of software engineering concepts and ability to follow directions and learn new concepts. Excellent time management and organisational skills.
- * Collaborated with senior software engineers on complex projects. Edited and tested various software programs and monitored network and system operations.
- * Handled support and feedback. Installed new software applications that everything was operational. Tested new software products to identify and resolve any issues. Met clients to discuss project specifics and prepared software analysis.

Teacher

Kerala

- * Experience as a teacher for kindergarten teacher and as a computer teacher for two years. Taught children about computers its uses and how to use it.
- * Developing the skills of the children by interacting with them. Providing them the confidence and support.
- * Developed and implemented effective computer based curriculum. Assisted children in completing assignments and improve their test scores.
- * Supporting children physically, mentally, emotionally, socially by allowing them to learn according to their skills and talents.
- * By using computers and different learning methods make them to be interested during their learning. Inspiring them to learn new things and shaping them to their bright future. Interact and discuss with their parents about their kids development and learning interests.

Education

BE in Computer science and engineering

Dhaanish ahmed college of engineering- anna university

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Chennai, Tamil Nadu

August 2008 to August 2012

Skills

Microsoft office,, .Net, C#, Asp.net

Certifications/Licenses

Diploma in .net

June 2012 to Present

C#, ASP.NET, SQL,MVC

Additional Information

STRENGTH

- * Adaptable.
- * Positive attitude.
- * Responsible.
- * Good team worker.
- * Good interpersonal skills.
- * Confidence and high level of patience.

PERSONAL PROFILE:

Fathers Name : A.Rasheed Kutty

Husband Name : Muneer Sulaiman

Date of Birth : 01-02-1991

Gender : Female

Marital Status : Married
Nationality : Indian
Languages Known : English, Malayalam, Tamil and Hindi