 **RESUME**

SAFANA BANU

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Career objective:

To seek a mid level position in a reputed organization where I can sharpen my skills, gain knowledge, experience and work for the achievement of the goals of the organization to the best of my abilities.

# Academic Profile:

* Completed Master of Technology(Mtech) in Engineering Management from Manipal Institute of Technology, Manipal, affiliated to MAHE in the year 2020 securing 8.53 total CGPA**.**
* Bachelor of Engineering (B.E) from P.A College of Engineering, Manglore, securing 72.90% in final year and overall aggregate is 64.70% in 2014.
* Higher Secondary School from Manipal Junior College, Manipal(PCMS) securing First Class with 68.33% in 2010.
* Secondary School from Little Rock Indian School,Udupi(CBSE Board) securing 77.7% in 2008.

# Professional Experience:

Organization : Millath Educational Trust - Karnataka, India. Position : **Office Administrator, from June’14 to Nov’15**.

# *Chief Task Handled -*

* Perform routine network startup and shutdown procedures, and maintain and control records plan, coordinate, and implement network security measures in order to protect data, software, and hardware.
* Maintain logs as well as maintenance and repair records.
* Ensure design of system allows all components to work properly together. Try to troubleshoot problems reported by users.
* Coordinate with parents and staffs and makeup the day today plan. Supported as office admin and secretarial works to HOD.
* Coordinating with banks for all kind of transactions.
* Handling Petty cash, preparing expense vouchers.
* Computation of salaries and wages etc.

Current work experience:

* Currently working as Project Coordinator for Keyaan Lilamaal LLC from June 2020.

# *Chief Task Handled:*

# Organizing, attending and participating in stakeholder meetings.

# Documenting and following up on important actions and decisions from meetings.

* Coordinating project schedules, resources, equipment and information.
* Cooperating with clients to identify and define project requirements, scope and objectives.
* Ensuring that clients' needs are met as the project evolves.

# Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.

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# Project Details:

***Title:*** COASTAL RESIDENTS’ VIEW ON SUPPORT FOR TOURISM AND THEIR PERCEIVED IMPACTS: AN EMPIRICAL STUDY ON UDUPI**. (MTECH) 2020**

***Description:*** This study aims to explore how the coastal place image plays an important role in shaping the support for tourism construct. It also investigates, how the different perceived impacts like economic, social, environmental and socio economic further influences the support for tourism. This study uses Theory of Planned Behaviour (TPB) to be the base theoretical model to explore resident’s attitude towards coastal place image. The study also uses Social exchange theory (Non forced approach) for the perceived impacts. Primary data are mainly collected among the residents of coastal place (Udupi). The method of determining the sample used is convenience sampling by snowball technique. Cohens Table is used for sample size calculation. For analysing the data, Structural Equation Modelling (SEM) software is used.

***Team size***: Individual project.



***Title:*** EDUCLOUD **(B.E) 2014**

 ***Definition: The practice of using a network of remote servers hosted on the Internet to store, manage, and process data, rather than a local server or a personal computer.***

 ***Description***: Education system should adopt the cloud computing technology. This will improve the methods followed in our education system. Cloud will be a complete package for the education documents. In future this technique shall be cheap and convenient tool for more information processing of schools and individuals to move to the “Cloud”. It will certainly help to solve the problem of uneven distribution of educational resources, updating at slower speed and sharing in the slow level.

***Team Size***:4

# Training and Certification:

* Attended Linux Spoken tutorial workshop conducted by IIT Bombay and certified for the same.
* Actively participated in 2 days PYTHON workshop conducted by GLUG Mangalore in association with FSMK.
* Active member of Indian Society of Technical Education(ISTE),PACE.
* Attended Python Spoken tutorial workshop conducted by IIT Bombay and certified for the same.
* Attended “Campus visit”from SPARK program held at Infosys, Mangalore.
* Attended 5 days workshop on computer skills conducted by FSMK(free software movement of Karnataka,2011,2013)in Bangalore.
* Attended Ethnus training programme(2013)in Bengaluru.(Employee ability skills training).
* Attended National Integrtion Camp(NIC) conducted by NCC in the year 2008( Davanegere) and 2011(GOA).



# Awards and Recognition:

* Certified for appreciation as volunteer in Software Events like Bytestruck’12.
* Participated in the handball tournament held in Chennai in the year 2008.
* Awarded ‘A’ and ‘B’ certificate for senior and junior level NCC Exam.
* Awarded as best Cadet for the year 2007.
* Best handwriting by Delhi publications.



# Work Areas of Intrest:

* Human Resource Department(HR),
* Inventories and Warehouse Management,
* Quality Inspection,
* Project Management,
* Operations,
* Production and planning,
* Marketing and Advertising,
* Supply chain Management ,
* Teaching and tutoring(Subjects: Economics, Business, Data Mining, Information Security)
* Tourism sector
* Administrator
* Networking
* Entrepreneurship
* IT Sector

Additional Skills

* Programming Languages and Software Packages: C, C++, VENSIM, SPSS, PRIMEAVERA, SMART PLS
* Operating System: Windows XP, Windows 7 AND 8
* Concepts included in Masters: Project Management,Marketing and advertising concept,Human resource Organisational behviour,operations,Planning and production,Total Quality Management,supply chain,New venture strategies.

Strengths & Capabilities:

* IT engineer with 1+ years of experience as office Administrator.
* Punctual
* Honesty and trustworthy
* Confidence
* Good communication skills
* Leadership qualities
* Self-motivated and result oriented individual.
* Enjoy working in groups and helping others.

Achievements:

* Certified for appreciation as volunteer in Software Event like Bytestruck’12
* Attended Linux Spoken tutorial workshop conducted by IIT Bombay and certified for the same.
* Attended Python Spoken tutorial workshop conducted by IIT Bombay and certified for the same.
* Active member of Indian Society of Technical Education (ISTE),PACE.
* Awarded ‘A’ and ‘B’ certificate for senior and junior level National cadet Corp Exam.
* Actively participated and won in sports events while in school.
* Awarded with best handwriting by Delhi Publications.

Special Interest:

* Drawing,
* Sports,
* Gardening,
* Cooking, ,
* Tourism activities



Technical Skills:

* **Programming Languages** **and Software Packages:** C, C++, VENSIM, SPSS, PRIMEAVERA, SMART PLS.
* **Operating System**: Windows XP, Windows7 and 8, MS WORD, EXCEL.
* **Concepts included in Masters:** Project Management,Marketing and advertising concept,Human resource Organisational behviour,operations,Planning and production,Total Quality Management,supply chain,New venture strategies
* Actively used software’s like VENSIM, SPSS,PRIMEVERA.

Personal Profile:-

Nationality - Indian

Language - English,Urdu, Hindi, Kannada and Malayalam.

Visa Status - RESIDENCE VISA

Date of Birth - 3rd March 1991



**Reference *will be furnished upon request.***