

**NIMITHA ASHOK**

**B-TECH ELECTRONICS AND COMMUNICATION ENGINEERING**

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## **OBJECTIVES**

To Work for a progressive organization in a highly motivating and challenging environment that provides the best opportunities to grow and utilize my potential to the fullest to achieve the organization's goal.

## **PROFESSIONAL EXPERIENCE (2 Year 3 Months)**

Worked as an office assistant and document controller at insurance surveyor and loss assessor firm from 2018 Dec to 2021 March.

### **Roles and Responsibilities**

- Advising the insurer and the insured about loss minimization, loss control, security and safety measures, wherever appropriate, to avoid further losses
- Commenting on the admissibility of the loss as also observance of warranty conditions under the policy contract;
- Assessing liability under the contract of insurance
- Examining, inquiring, investigating, verifying and checking upon the causes and making survey reports.
- Archiving, scanning, printing, sorting, renaming and filing incoming hard or electronic copies.
- Scan and upload documents and handle records across various department.

## **EDUCATION DETAILS**

- **B TECH ELECTRONICS AND COMMUNICATION ENGINEERING, VKCET, KERALA UNIVERSITY, AUGUST 2018 WITH FIRST CLASS CGPA 7.15**
- **PLUS TWO, ST.ALOYSIUS H.S.S KOLLAM, KERALA STATE, JUNE 2014 PASSED WITH 80%**
- **SSLC, VIMALA HRIDAYA G.H.S.S FOR GIRLS , APRIL 2012 PASSED WITH 96%**

## **SKILL HIGHLIGHT**

### **WEB DEVELOPMENT**

#### **TECHNICAL SKILLS**

- Html,Html5,Css,Css3,Javascript,Jquery,Bootstrap,Angular Js,Node js,Express Js,Mongo DB
- Mat lab
- C++, SQL
- Edwin XP
- Proficient in MS Office

#### **PERSONAL SKILLS**

- Good Negotiator
- Determined
- Good Orator
- Hardworking
- Adaptable
- Time management

#### **PROJECT**

##### **“ROOMBOT V1.0- AN AUTONOMOUS ROOM CLEANER ROBOT”**

Project based on the ergonomic study of load carriage .This load carrier helps to distribute the total load equally to all parts of the body their by reducing the difficulties and increasing productivity.

#### **SEMINAR**

##### **“Automation Of Electricity Billing Process”**

#### **MINI PROJECT**

##### **“Alcohol and LPG detection Alarm”**

#### **INDUSTRIAL EXPOSURE**

- Texas instrument, Bengaluru

#### **CURRICULUM ACTIVITIES**

- Coordinated Young Entrepreneurs Technical Summit 2016 as part of IEDC.
- Member of institution of engineers (India).

## PERSONAL PROFILE

- Date of Birth : 15-11-1996
- Marital status : Married
- Nationality : Indian
- Languages known : English, Malayalam, Tamil, Hindi
- Passport Number : U8113360
- Visa Status : Visit Visa
- Visa Validity :11-03-2022

## REFERENCES

### Mr. Asif Javad

HSE Admin

SEPCOIII Electric Power Construction Co., Ltd

Abu Dhabi, UAE

Phone: +971521922183

### Mr.Satheesh K G

Al Masood Oil Industry

Dubai, UAE

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