



Salma Safeer

Administrative Executive

To secure a challenging position where I can effectively contribute my skills as a professional possessing competent technical skills



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Abudhabi, UAE



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SKILLS

Data Base Management

Microsoft Office

Tally ACE ERPP 9

Business Knowledge

DOS

Customer Service

Organization

Verbal & Written Communication

WORK EXPERIENCE

Administrative Executive (Nov 2019- till date)

INTERNATIONAL UNIQUE MANGEMENT COMPANIES,
Abu Dhabi, UAE

Administrative Assistant (Nov 2013-Mar 2015)

SHAMS ALMADEENA TECHNICAL WORKS L.L.C, Dubai, UAE

IT Trainee Engineer (Aug 2011-Feb 2012)

National Institute of Information Technology Enterprise
Learning Solutions (NIIT).

PERSONAL PROJECTS

- CRSS (Cross Platform Remote Surveillance System) .Language of Implementation is Net Beans Operating system & Platform Independent. A project done in Net Beans to implement Remote Monitoring Concept.
- SOLENOIDAL AND NON SOLENOIDAL PROTIEN DETECTION USING SWPT. Language of Implementation : Front End is MATLAB Back End is MS Access Operating System: Windows 98/XP
- A PROJECT ON TALLY ERP 9: The project has been done at ADAM'S ASSOCIATE Company, INDIA. Using their three months accounts, like cash transactions and credit transaction. The project is done with the help of the accounting software TALLY ERP 9. Operating System: Tally ERP 9.

EDUCATION

B.Tech Information Technology

Younus College of Engineering And Technology.
Kerala University. INDIA
(2007- 2011)

PERSONAL DETAILS

- DOB: 11-Nov-1989
- Marital Status: Married
- Nationality: Indian
- Visa Type: Residence Visa
- License: Valid UAE Driving License

LANGUAGES

English

Professional Working Proficiency

Hindi

Professional Working Proficiency

Malayalam

Native Proficiency

Tamil

Professional Working Proficiency

ORGANIZATIONS

- ⇒ National Institute of Information Technology Enterprise (NIIT) (2011 – 2012)
- ⇒ Shams Al Madeena Technical Works LLC, Dubai, UAE (2013 – 2015)
- ⇒ Grey Technology Ltd (G-Tech) (2018 – 2019)
- ⇒ International Unique Management Companies (2019 – till date)

CERTIFICATE

- ⇒ Microsoft Office Specialist Certification
- ⇒ Accounting Tally ACE ERP 9 Certification
- ⇒ .NET Certification (Windows & Web Application Development)