SHAHANA

(Secretary / Document Controller / Admin Jobs)

E-mail : [SHAHANA.209032@2freemail.com](mailto:SHAHANA.209032@2freemail.com)

Address : Dubai

Visit Visa : Validity up to 05.12.2017

OBJECTIVE

Seeking a challenging position to utilize and develop my skills and contribute effectively to the progress of the organization I work for, by utilizing my dedicated internship, potential hard work individually and compromise with team work.

**TOTAL WORK EXPERIENCE 3 YEARS**

**JOB RESPONSIBILITIES**

**Experience : 2 years**

**Position : Secretary / Document Controller/ Admin Jobs – LT Construction Co. Chennai**.

**Job Responsibilities:**

* Responsible for controlling all documentation related activities in a project.
* Preparation of Submittals (letters to client, letters to consultants Material, Shop Drawing, Method Statement, RFI, CVI, WI, IR, NCR, Memos)
* Support and coordinates with discipline with administration and control.
* Maintaining construction drawings log and monitoring the schedules and regular update of drawing racks.
* Sending & receiving all project related e-mails.
* Updating of all log sheets (Incoming Correspondences, Outgoing Correspondence, transmittals, Shop Drawing Submittals, Material Submittal, Method Statement Submittal, Inspection Request and Memos )
* Manage and ensure timely arrangement of all meetings
* Arranges meetings, schedules locations, coordinates time with listed attendees, arranges refreshments and equipment as needed
* Data entry of in carry/dispatch/updating contracts/Bill details etc.
* Create and maintain tracker for drawing approval process and technical submittals.
* Letters to Client & Consultant English, processing of Work Service Order Received from Client, co ordinate with the Engineers & Supervisors, Record all material movements like issued and received with all the submittals like material submittal, shop drawings, RFI, IR monthly stock-list to Client and Company.
* Attending incoming calls & Attendance for staffs and worker, material Follow up

PROFESSIONAL SKILLS

* C , C++ :
* History and its basics
* Project Implementation in micro level Coding.
* JAVA:
* Basic Knowledge
* Web based html java coding
* DBMS :
* Support DBMS Project in MySQL, Oracle
* Data Warehousing and Security
* Operating Systems :
* Windows XP
* Windows 7
* Windows 8
* Microsoft Office Packages

TECHNICAL PROFILE

2011-2015 B.Tech (I.T.)Karpagam Institute of Technology, Coimbatore under Anna University, secured 6.3 CGPA.

2010-2011 HSC (State board of Tamilnadu), SRSI Matric Higher Secondary school, Karamadai, Mettupalayam, Coimbatore, secured 81%.

2008-2009 SSLC (State board of Tamilnadu) Municipal Girls Higher Secondary School, Mettupalayam, Coimbatore, secured 89%.

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Topic: Privacy preserving knowledge using Neural Network Logic algorithm.

Nowadays privacy is more important in day to day life in all aspects mainly in the official and personal concerns. To maintain such a privacy standard I discussed with my friends to go with new a new standard of living with maintaining a privacy more reliable and easily with the NNL algorithm concept.

So in our project, we used NNL algorithm with 5 modules they are User Interface

Design, Key Generation, BGN Homomorphic Encryption, Secure Scalar And Sharing Data With

Cloud and Analysis.

Used Software: NetBeans, Eclipse

Front End : J2EE (JSP, SERVLET)

Back End : MS SQL 2000/05

CO- CURRICULAR AND ACHIEVEMENTS

* Attended Workshop in Anna University about HACK TRACKING in 2012.
* Attended online Web Seminar in Infosys Training about JAVA SCRIPT in 2015.
* Secured Third place in Chess Competition in District level.
* Secured Best Student Award during Higher secondary.
* Technical Activity Coordinator of CORETECHRA Association, KIT, Coimbatore.
* Class Committee Member during the academic year 2011-2012.

PERSONAL INFORMATION

Date of Birth : 27.10.1993.

Gender : Female.

Marital status : Single.

Nationality : Indian.

Languages Known : English (R-W-S), Tamil (R-W-S), Arabic (R-W).

Interests : Social service & Meditation.

Declaration:

I hereby assure that the above furnished details are true to the best of my knowledge and belief. I also assure that I will be truthful and dutiful to the job assigned to me.