

**SHAMEERA**

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Abu Dhabi – United Arab Emirates

**CAREER OBJECTIVE**

Seeking a job according to my qualification which provides the opportunity for advancement, continuous growth and development, in high standard of service for competency and quality of work, where I can practice my profession, share my skills and capabilities in related field of work.

* Professionally qualified with a Masters in Computer Application **(MCA)** & also a Bachelor Degree in Computer Application from India.
* Well versed in MS Office applications & Reporting.
* Excellent communication and influencing skills.
* Energetic and capable of working with minimal supervision.
* Adherence to deadlines without sacrificing quality of output.
* Systematic and methodical approach to work.
* Ability to put in extra efforts when called for.
* Prioritization of work and perfect time management.
* Expert in interdepartmental liaison and coordination.

**PERSONAL SKILLS**

**Job Responsibilities Can Handle:**

* Provide administrative support to staff, managers & MD.
* Handle recoveries and follow ups.
* Screen telephone and personal callers.
* Make and record appointments.
* Receiving and recording deliveries of office equipments and mailings
* Receive and process incoming and outgoing mails & correspondence.
* Do business correspondence on behalf of the organization.
* Store and retrieve data on computers.
* Organize business itineraries travel arrangements & hotel bookings.
* Organize conferences, meetings and social functions.
* Maintain record of existing & new customers for follow up and business promotions.
* Welcoming office visitors and guiding them as required
* Maintain client relation and ensure customer satisfaction.
* Attend to walk in clients & enquire the nature of their queries; answer them appropriately or refer them to right personnel.
* Deal with service customers to identify & respond to issues and expectations.
* Ensure accuracy of data provided to the customers at all times.
* Serves as a liaison between the customer and various departments.
* Data encoding, input, scanning and transcribing of all computer related information of the company.
* Providing professional advisory support to company employees

**ACHIEVEMENTS**

* Participated in various cultural, sports events
* Was an active candidate in NSS
* Had participated in many sports competition and won
* Active Member of Co-ordination team of the inter collegiate techno-cultural festival

**PROJECT WORK**

* **“Electronic Notice Board Operated Remotely through Android Phone”**

 Software Requirements : Windows 7, Java,NetBeans6.8IDE,Eclipse,MYSQL

The main objective of this project is to develop a wireless notice board that displays notices when a message is sent from the user’s android application device.

* **“E-Sports”**

 Software Requirement: Windows 8, Microsoft visual studio,ASP.NET, MSSQL.

In the project E-sports, we propose the whole process of sports management online so that all the works goes in a systematic manner. In the proposed system all the things regarding sports management is get automatically updated and keep things safe.

**ACADEMICS**

* **MCA(Computer Application**) **Kerala University, India**
* **BSc Computer Science Kerala University, India**

**TECHNICAL PROFICIENCY**

* **Operating Systems :**Microsoft Windows Versions
* **Others :**MS Office, Internet, Email,
* **Programming Software:** C,C++,Java,PHP,.net

**PERSONAL MINUTIAE**

**Date of Birth** : 09-OCT-1992

**Marital Status** : Married

**Nationality**  : Indian
**languages** : English, Hindi, Malayalam, Tamil

**Visa Status**  : **Husband’s Visa**

I hereby declare that the above-furnished information is true and fair to the best of my knowledge and belief.