**CURRICULUM VITAE**

FARIDA

Email ID – [farida.368340@2freemail.com](mailto:farida.368340@2freemail.com)

Objective

To pursue a challenging, innovative, flexible and rewarding career in a reputed

organization and to grow with the organization while being resourceful.

Work Experience

Organization: Magic Sands General Contracting L.L.C (2015-2017)

Designation: Office Engineer

Major Responsibilities:

* Review contract and specifications in its entirety
* Assist Project Manager,and Project Engineer as required
* Assist with all schedule preparations and updates
* Assist with quantity reporting, project costs and forecasting
* Obtain pricing from subcontractors and vendors to include charge orders
* Assist with monthly billing, cash flow projections, and change order processing
* Manage document control to include submittal schedules, contract documents, project record drawings, etc.
* Perform additional assignment’s per the Project Manager’s

Organization: ESC Pvt Ltd(2014-2015)

Designation: Processing Executive/ Marketing

Major Responsibilities:

* Support the company in marketing its product by presenting to the clients
* Verifies program operation by conducting events.
* Plans programming projects by confirming program objective and specifications with clients.
* Documentation Processing.
* Organizing activities among the colleagues.
* Conducting Presentations, Seminars, Educational Fairs, Promotional activities etc.
* Prepares programmers by providing educational opportunities.
* Counseling.

Organization: Nova soft Pvt Ltd (2012-2014)

Designation: Trainee/ Asp.net developer

Major Responsibilities:

Develops operation solutions by guiding development of program specifications;

overseeing testing efforts; leading programmers

* Completes the programming project requirements by coaching programmers.
* Meets programming standards by following production, productivity, quality, and customer-service standards; identifying work process improvements; implementing new technology.
* Arranges program specifications by confirming logical sequence and flowcharts; researching and employing established operations.
* Verifies program operation by confirming tests.

ACADEMIC CREDENTIALS

* **Bachelor of Engineering in Electronics and Communication, 2012**(Anna University Chennai, India)
* **12th, 2008** (State Board, Kerala, India)
* **10th, 2006**(Central Board of Secondary Education, Delhi, India)
* Skills & Specifications
* Business Presentation
* Inplant training in security system group ,special products group and power electronics group from KELTRON
* Excellent polite and persuasive communication skills
* Ability to meet deadlines.
* Processing and organizing the company needs.
* Good liaison with all other department members.
* Able to work in team and willing to put up to team

ACHIEVEMENTS

* Won First Prize for the paper presentation on “Nanotubes” held at Lord Jegannaath College Of Engineering for the National Level Technical Symposium.
* Won Third Prize for the paper presentation on “Wireless Communication” for the Inter Departmental competition.
* Presented a Paper on “Wireless Communication” on the Technical Symposium ( WIEDZA 2K 11) held at Indian College of Engineering.
* Presented a Paper on “Wireless Communication” for Present Around the World (P A T W)
* Participated in National Level Workshop on “Unleash Your Potential”.

COMPUTER SKILLS

* Studied a Course on Asp.net
* Language: C, C++, C#, MSOffice, MS Word, MS Power Point, MS excel.
* Tools: Microsoft Visual Studio, turbo C++.

PERSONAL DETAILS

**Passport Number: M9420045**

**Date of Birth:** 24.01.1991

**Gender:** Female

**Marital Status:** Married

**Visa Status:** Husband Visa

**Nationality:** Indian

**Languages Known:** English, Malayalam,Tamil,Hindi.