

# Snapshot

## Minjah

**Resume**

Professional experience as **Embedded Project coordinator, IT Text preparator, Office**

**Administrator ,salesman cum billing executive and data entry operator** in **INDIA** in the

office management and working exposure in operations management, Office services,

decision making and problem solving skills.

## Core Competencies

* Student project coordinator
* Coding micro controllers using Mikro C program, Assembling the electronic components into a module and check its working conditions.
* Create e-texts related t with various subjects and aspects.
* Office administration assistant.

**DECLARATION**

I do here by declare that the above given facts a upon the requests.

**mmedSuhail.E**

* Operational procurement functions related to approvals of offers, requisitions, purchase orders, system entries, order confirmations, payment requests, delivery follow ups, day to day communication with government organizations ,..etc.
* Preparation of documents for both internal and external formalities...
* Data entry, petty cash handling and book keeping
* Experienced in business support/ Office services
* Interaction with apex management about business operations
* Documentation and filing system
* Selling of men’s boutiques and billing.

## Work Synopsis

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| **Year** | **Work Profile** | **Company** |
| April 2017-  July 2017  September  2016-  April 2017 | Role: I**T Text Preparatory**   * Research about a particular subject * Collect data by referring various books and internet and in complementary sites. * Create daily updation of the collected data.     Role: **Student Project coordinator**   * Create algorithm for each project. * Explain algorithm to head of the department. * Create codings and debug it * Execute to confirm its working. * Calculate expense for each project. * Distributing the working model to each group correcting every mistakes. | **GENIUS GROUP GLOBAL**  Company profile:  IT Company based in Calicut  **RADIANT INFO TECH**  Company profile  Embedded electronics firm based on Ernakulum |

Email**:** [Minjah.372040@2freemail.com](mailto:Minjah.372040@2freemail.com) **Education details:**

* **B.Tech- ECE(2017)** Calicut University-Kerala, India.

**Aggregate:68%**

* **Higher Secondary SchoolCertificate (2013)** Board of Higher Secondary Examination – Kerala -India

**Aggregate:91%**

* **SSLC** (Secondary School Leaving Certificate) -2008 Board of Kerala –India

**Aggregate:97%**

**IT Skills:**

C programming, C++, Proteus Circuit Wizard, Orcad, VHDL,MAT LAB,

Windows (7,8,10 ), Linux, Microsoft Office (Excel, Word, PowerPoint) Packages, Adobe Photoshop, Familiar with Internet, Social Medias.

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| **Language Proficiency**  English, Malayalam, Hindi, Arabic(Read and Write only) | |
| **SOFTWARE** |  |
| **Mikro C** |
| **PROTEUS** |
| **ADOBE PHOTOSHOP** |
| **MS OFFICE & OUTLOOK** |
| **Personal Information**  Visa Status: Visit Visa(Expires on 22nd October 2017)  Date of Birth: 08.03.1996 Gender: Male Nationality: Indian Marital Status: Single | |

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| **Year** | **Work profile** | **Company** |
| March 2016-  August  2016 | **Role: Office Administrator**   * Handling office functions. * Handling of all material procurement procedures and activities. * Working as a link between citizens and government. * Preparation of documents for both internal and external formalities. * Preparing Monthly and Daily Reports * Printing and binding records   Book keeping and data entry. | **AKSHAYA e- CENTRE**  Company Profile  A semi government organization based in kerala. |
| August 2015 to February 2016  MARCH  2013 -  July 2014 | **Student Energy Conservator**  **Role: Sales man and billing executive** | **Kerala state Electricity Board(KSEB)**  **Madrid gents Boutique**  **In Malappuram** |
| APRIL 2011-  JULY 2011 | **Role: Data Entry Operator** | **Perinthalmanna Muncipality** |

# DECLARATION

I do here by declare that the above given facts are true and correct to the best of my knowledge and belief. References will be furnished upon the requests.