

**NINU**

**Email:** **ninu.387576@2freemail.com**

Seeking a qualitative environment where my knowledge will be shared and enriched. Looking for an opportunity to be a part of your challenging project team with competitive spirit.

**Areas of Expertise:** **.**

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* **Executive Secretary cum Admin Assistant –** SAK Green Technical Services LLC. **Al Qusais –**

**Dubai**

*Maintain various office files, records and keep correspondence and reports available for reference and efficient operation of the office.*

*Prepare administrative letters, including but not limited to, Salary letters, Bank letters,Employment Verification Letters and NOC Letters.*

*Manage Directors meeting preparation, record and disseminate the minutes of management meeting, Handle employment verifications.*

* **Executive Secretary cum Admin Assistant -** Houston Marine Services, LLc **– Dubai**

*Price negotiations with customers, handle customer and employees on behalf of Supervisor and Manger Coordinate the daily activities for Supervisor and office management activities for executive.*

**Educational qualifications:** **.**

* **M-Tech in Electronics and Communication** –Jawaharlal College of Engineering & Technology–Thrissur - Calicut University (2012 – 2014).
* **B-Tech in Electronics and Instrumentation** –Co-Operative institute of technology–Vatakara -Cusat University (2007 - 2011).
* **Higher Secondary Education science [Science**] - Panagad higher secondary school–Thrissur(2005 – 2007)

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| **System Experience and Proficiency:** | **.** |
|  | Packages | : MS Office, AutoCAD, C Programming. |
|  | Operating systems | : Microsoft Windows, XP and VISTA |

**Projects and Seminar Profile:** **.**

* **Project**: **Soft demapper for apsk with product constellation labelling.**

Advisor: Asst. Prof. Ms Sreeprada C

The performance degration caused by the simplified demapper is negligible, while the complexity is significantly reduced, compared to traditional max-long-map demapper.BER simulation and EXIT chart is used to verify the performance.

* Presented a paper entitled, **Stateless Multicast Protocol.**

This receiver based protocol is used to avoid bursty traffic in dynamic adhoc networks and add large amount of communication, processing and memory.

* Presented a paper entitled, **Li-Fi Technology.**

Light fidelity is a visible light communication using light from light emitting diode as a medium to deliver networked, mobile, high speed communication