**HAMSA MEENA .A**

Flat No: 710, Al Maha Residence,

Muweilah, Sharjah

Mobile: 0507462735

Phone: 06-5502658

E-mail: hamsa.meena@gmail.com

**OBJECTIVE:**

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me to achieve personal as well as organizational goals.

**EDUCATIONAL QUALIFICATION:**

Bachelor of Engineering in Electronics & Communication from Anna University, Tamil Nadu

**PROFILE SUMMARY:**

* Possess excellent organizational skills and can work independently.
* Excellent spoken and written communicational skills in English.
* Can handle multiple tasks and prioritize work effectively.
* Dedicated, punctual and organized.
* Hard working and focused with perseverance.
* Good decision making skills and enjoys team work.
* Confident and intuitive.
* Effective leader with excellent motivational skills.
* Able to work under pressure and quick learner.

**WORK EXPERIENCE:**

**Organization : SIBCA FZE, Ras Al Khaimah**

**Designation : Procurement Engineer**

**Duration : April 2011-May2012**

**DUTIES & RESPONSIBILITIES:**

* Initiate purchase requisitions and processing client orders, invoices and payments.
* Liaise with local authorities and vendors.
* Manage front office operations and Liaise with local authorities and vendors.
* Handling all petty cash transactions.
* Preparation of reports as per managerial requirements.
* Maintaining important documents and files.

**Organization :SCAD College of Engineering & Technology**

**Designation : Lecturer**

**Duration : November 2006-October2008**

**DUTIES & RESPONSIBILITIES**:

* Preparation of learning materials, lesson plans, schemes of work, assignments to support high quality teaching and learning for all scheduled practical and classroom based teaching.
* Conduct all required assessments of learner work and preparation for examinations.
* Complete student reports and communicate with parents where appropriate including the  attendance at parents meet.
* Providing guidance to the students for developing their career as well as making them familiar  with different career opportunities.
* Utilizing the skills and qualities by assigning work to the students.
* Helping the students for completing their project works.

**PERSONAL DETAILS:**

Name of Husband : Mr. Sundararajan Ramasamy

Date of Birth  : 4th June,1985

Nationality  : Indian

Languages Known : English, Tamil & Malayalam

Visa Status :Resident(Husband’s Visa)

**DECLARATION:**

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

Place: Sharjah Hamsa Meena.A