



HISANA THASNEEM AV

SOFTWARE ENGINEER

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Dubai, UAE

ACADEMIC CREDENTIALS

B. TECH COMPUTER SCIENCE & ENGINEERING | 2010-2015

- University Of Calicut

HIGHER SECONDARY | 2008-2010

- Board of Higher Secondary Examination, Kerala, India

SSLC | 2007-2008

- Board of Public Examination, Kerala, India

COMPUTER PROFICIENCY

MS Office	★★★★★
Programming Languages	★★★★
Operating System	★★★★★
Databases	★★★
Scripting	★★★
Web server	★★★
Framework	★★★
Adobe Photoshop	★★★★

LANGUAGES KNOWN

English	90 %
Malayalam	100 %
Hindi	60 %
Tamil	60 %

PROFILE SUMMARY

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

KEY SKILLS

Team Work

Work Ethic

Teaching skills

Leadership

Organization skills

Time Management

Attention to detail

Problem solving skills

Quick Learner

Hardworking

Analytic Skills

EMPLOYMENT CHRONICLE

COMPUTER ASSISTANT | Jul 2022 – Aug 2023

FINGER WORLD COMPUTER CAFE

- Assist customers in utilizing computers and applications.
- Deliver outstanding customer care during service interactions.
- Offer services, including printing, downloading, and various online operations available at the cafe.
- Manage cash transactions, maintain precise cash register records, and process payments at workstations.

ADMIN ASSISTANT | June 2018 – July 2019

BTL ACCOUNTING SERVICES, UAE

- Facilitated scheduling and organization of meetings and appointments for executives and managers
- Managed incoming messages and correspondence, ensuring timely distribution to relevant parties
- Cultivated positive relationships with clients and visitors, representing the company in a polished and courteous manner
- Utilized spreadsheet and presentation software to create and maintain reports for upper management on a weekly, monthly, and quarterly basis
- Provided a warm and welcoming atmosphere for guests, attending to their needs while they waited for scheduled appointments.

ADMIN ASSISTANT | Mar 2018 – June 2018

STAR BSNL BUSINESSMEN SERVICES, UAE

- Produced a variety of documents, including emails, drafts, and reports, utilizing strong typing skills and attention to detail.
- Directed and supervised administrative operations and PRO services, working to optimize efficiency and productivity.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach skills include patience, attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT** - Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender : Female
Date of Birth : 03-02-1993
Nationality : Indian
Marital Status : Married
Passport number : P5356066

INTERESTS



Songs



Travelling



Reading

REFERENCE

- Available upon request

- Oversaw a team of three administrative assistants, ensuring that tasks were completed on schedule and met high quality standards.
- Addressed employee complaints in a prompt and professional manner, finding resolutions that were satisfactory for all parties involved.
- Coordinated travel arrangements and managed expense reports for departmental team members, adhering to company policies and procedures.

TEACHER | June 2016 – March 2017

ZAHRA CENTRAL SCHOOL, KOZHIKODE

- Maintained clear and consistent communication with parents, students, staff members, and administration, fostering a collaborative and supportive learning environment.
- Taught the target language to students in first through eighth grades, utilizing effective instructional strategies and adapting lesson plans to align with curriculum objectives.
- Streamlined lesson plans to optimize student comprehension and achievement on exams, providing individualized support as needed.
- Delivered engaging and informative presentations on various subjects, ensuring that all students had a thorough understanding of the material covered.
- Ensured that students were fully engaged in the learning process, providing personalized guidance and support to help each student reach their full potential.

LAMP PROGRAMMER | June 2015 – Dec 2015

KELTRON KNOWLEDGE CENTER, KOZHIKODE

- Collaborated with clients to identify and gather project requirements, analysing and interpreting their needs to develop appropriate functionalities.
- Created interactive web applications using dynamic scripting language PHP, applying advanced coding techniques to deliver high-quality results.
- Utilized HTML5/XHTML, CSS3, JavaScript, and jQuery to develop the presentation layer of web applications, incorporating responsive design principles using Bootstrap.
- Conducted thorough testing and debugging of web applications, addressing any issues that arose during development to ensure optimal performance and functionality.
- Maintained and updated current systems written in PHP and CodeIgniter, ensuring that they continued to meet the needs of the organization and its clients.

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

HISANA THASNEEM AV