

SUBI M KHALID

OFFICE ASSISTANT



SUMMARY

To leverage my 3 years of experience in school administration and operations in a dynamic role that supports the institution's growth and success. I aim to utilize my organizational, communication, and problem-solving skills to ensure the smooth functioning of day-to-day activities while fostering a positive and productive environment for students, staff, and stakeholders. Committed to contributing to the institution's vision and achieving its goals effectively.

DOB : 26-03-1999

MARRIED

CONTACT

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MUWEILAH, SHARJAH

EDUCATION

APJ ABDUL KALAM UNIVERSITY
2016-2020

BACHELORS OF TECHNOLOGY

MSM HS SCHOOL
2014-2016

HIGHER SECONDARY

SKILLS

- Office management, record-keeping, and scheduling.
- Proficient in MS Excel, JIRA, Selenium, and SDLC processes.
- Software testing: functional and automated testing with reporting.
- Child supervision and activity planning.
- Strong communication, teamwork, and organizational skills.

ACHIEVEMENTS

- GEMS CAMBRIDGE INTERNATIONAL SCHOOL
EMPLOYEE OF THE MONTH
MARCH 2024

DECLARATION

I affirm that all the information mentioned in here accurate and truthful to the best of my knowledge and understanding.

SUBI M KHALID

WORK EXPERIENCE

GEMS CAMBRIDGE INTERNATIONAL PVT SCHOOL SHARJAH
OFFICE ASSISTANT 2022 PRESENT

- Managed daily office operations, including filing, data entry, and record-keeping.
- Handled communication tasks such as emails, calls, and visitor inquiries.
- Coordinated and school events.
- Supervised student boarding and deboarding during bus schedules, ensuring safety and compliance.
- Maintained office supplies, operated office equipment, and provided administrative support to staff.

SPYROSYS SOFTWARE SOLUTIONS
SOFTWARE TESTER 2020-2021

- Designed and executed test cases using Selenium, Apache JMeter, and other tools.
- Performed functional, regression, and performance testing on Java, C, and C++ applications.
- Tracked and resolved defects using JIRA.
- Automated testing processes to improve efficiency and accuracy.
- Ensured quality standards through SDLC adherence and detailed reporting

TA MOTHER LAND, KAYAMKULAM
CHILD CARE ASSISTANCE 2018-2019

- Supervised and ensured children's safety during daily activities.
- Supported children's social, emotional, and cognitive development.
- Communicated with parents about children's progress and needs.
- Managed daily schedules, including meals, naps, and playtime.