



SAJIDA SHABEER

ADMINISTRATIVE OFFICER

Dedicated ADMINISTRATIVE OFFICER CUM COORDINATOR with 4 years of experience is now looking to obtain a position where my extensive experience can be utilized to expand my duties in order to move up to a high-level position within the organization.

EXPERIENCE

ICT TEACHER CUM COORDINATOR

March 2019 - Present

HABITAT SCHOOL, AL TALLAH – AJMAN, UAE

Major accomplishments:

- Teaching Arab students and preparing them to use English as well.
- Prepare weekly lesson plans on time.
- Interact with students, parents and faculty.
- Design appropriate teaching plans and schedules.
- Design coherent instruction methodology and inculcate discipline in students.
- Determine and troubleshoot technology services for staff.
- Design and develop appropriate computer instructional material.
- participate in department, school meeting and parent meetings.

ADMINISTRATIVE OFFICER

Sep 2016 – March 2019

PRINTING ME CO.LLC – AL QUSAIS, – DUBAI, UAE

- Representing company in various exhibitions and trade fairs.
- Answers phone calls, schedules meetings and supports clients.
- Researching the market on a regular basis for related products.
- Completes operational requirements by scheduling and arranging departmental meeting to increase the sales.
- Working closely with the marketing team to produce any sales collateral required for the target market.
- Reporting business trends and area performance to the National Sales Manager.
- Developing & maintaining successful business relationships with all prospects.
- Identifying what customers want.
- Planning and organizing the day to ensure all opportunities are maximized.
- Developing a full understanding of the business market-place
- Exhibits polite and professional communication via phone and e-mail.
- Supports team by performing tasks related to organization with strong communication.

EDUCATION

M.TECH(Master of Technology) -83%

2014 – 2016

**Computer science and Engineering
(Specialization in Digital Image
Processing)**

COCHIN UNIVERSITY, KERALA, INDIA

CONTACTS



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National paints, Sharjah
UAE



<https://www.linkedin.com/in/sajida-shabeer-6abb6b108>

SKILLS

- **Programming Languages:** Java, C/C++
- **Software Packages:** MATLAB .
- **Platforms:** Linux, Windows XP.
- **Databases:** SQL, MS access.

LANGUAGES

English	<div style="width: 100%; height: 10px; background-color: #0070C0;"></div>
Hindi	<div style="width: 80%; height: 10px; background-color: #0070C0;"></div>
Arabic	<div style="width: 60%; height: 10px; background-color: #0070C0;"></div>

B.TECH(Bachelor of Technology)-80%
Computer science and Engineering
CUNIVERSITY OF KERALA,INDIA

2010 – 2014

PUBLICATION

Automated system for noise removal and karyotyping of human metaphase Image . (Accepted and Published by International Conference ICCSP-2016).

PROJECTS

AUTOMATED SYSTEM FOR NOISE REMOVAL AND KARYOTYPING OF HUMAN METAPHASE CELLS (M. Tech) .

SCALABLE AND SECURE SHARING OF PERSONAL HEALTH RECORDS IN CLOUD COMPUTING USING ATTRIBUTE BASED ENCRYPTION (B. Tech).

PERSONAL PROFILE

Visa Status	:	Husband Sponsored Visa
Date of Birth	:	05/05/1993
Marital Status	:	Married
Nationality	:	Indian
Passport	:	M9354217

DECLARATION

I hereby declare that the above facts given by me are true to the best of my knowledge and belief.

SAJIDA SHABEER

