



## CONTACTS



[saajishebb@gmail.com](mailto:saajishebb@gmail.com)



00971-552804383



National paints, Sharjah  
UAE



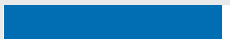
<https://www.linkedin.com/in/sajida-shabeer-6abb6b108>

## SKILLS

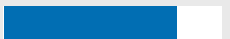
- **Programming Languages:** Java,C/C++
- **Software Packages:** MATLAB .
- **Platforms:** Linux, Windows XP.
- **Databases:** SQL, MS access.

## LANGUAGES

English



Hindi



Arabic



# 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

**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



