

# SUMAIYA PARVEEN MUTHAIR BASHA

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## Summary

Hardworking, sociable, and highly organized welcoming fresher. Experience in different departments, including IT, Data Entry, Back End Developer and Health Informatics. Strong organizational skills to perform assigned tasks in a fast paced environment. Looking for an Entry level Position to leverage skills and industry knowledge to help the establishment achieve its goal of offering excellent services.

## Skills

- Being Service-Oriented | Sanitizing Procedures
- Office Administration | Microsoft Office | Project Management abilities
- Java | JavaScript | C programming | SQL (Oracle) | MySQL | HTML
- Continuous Improvements | Flexible | Delegation | Dedicated | Presentations | Teaching | Leadership Qualities | Teamwork | Excellent Communication Skills | Multitasking

## Education and Training

**Centennial College of Applied Arts and Technology Toronto**, ON Post Graduate Diploma in Health Informatics Technology January 2023 – Expected Graduation in April 2024

**Reva University Bengaluru, KARNATAKA** Bachelor of Applied Sciences in Biology, Computer Science, and Mathematics July 2018 – October 2021 (Specialization in Bioinformatics).

## Languages

English - Full Professional Proficiency | Hindi – Full Professional Proficiency

## Volunteer Experience

### **Jagruti**

#### **Student Volunteer**

**Bengaluru, KARNATAKA**

27/2019 - 28/2019

- Educating Rural areas in Bengaluru, Karnataka about Global warming, waste management and using reusable items.
- Distribute about 50 reusable jute bags to each household.

### **Student Council**

#### **head**

#### **head girl**

**Abbasiya, KUWAIT School**

04/2017 – 20/2018

- Help the student's voices reach the principal of the school.
- Help in organizing various school programs, activities, and events.