

ZAHAB.P.M

Mob: +968 94822802. (Oman)

Email: zahabnasif@gmail.com

CAREER OBJECTIVE:

To establish a career in a growth oriented organization to utilize acquired skills and knowledge in achieving organizational goals, while attaining personal and professional growth.

CORE COMPETENCIES:

- Exceptional listener and communicator who effectively conveys information verbally and in writing.
- Computer-literate performer with extensive software proficiency covering wide variety of applications.
- Innovative problem-solver who can generate workable solutions and resolve issues.
- Highly motivated self-starter who takes enthusiastic initiatives.

ACADEMIC QUALIFICATIONS:

COURSE	BRANCH / SUBJECTS	UNIVERSITY / BOARD	NAME OF INSTITUTION	COURSE COMPLETION
B.TECH	Information Technology & Engineering	CUSAT, India	College of Engineering Thalassery, Kerala	2015
12 th	Physics, Chemistry, Maths, Biology	Kerala State Education Board	M.M.H.S.S, Thalassery, Kerala	2011
10 th	PCM, GENERAL	Kerala State Education Board	S.H.G.H.S, Thalassery, Kerala	2009

SKILLS:

- Proficient in Microsoft office suite.
- Basic knowledge in Computer Graphics / Photoshop.

EXPERIENCE:

Arabia Experience Institute, Muscat

Arabia Experience Institute is one of the grade A institutes in Oman which offers engaging classes in Omani Gulf Arabic and Modern Standard Arabic. AEI also offers exciting tours and cultural activities throughout Oman and across the Arabian Peninsula.

Designation: Assistant Admin

Oct'18 – Dec '18

Key Responsibilities:

- Responsible for drafting quotation emails regarding books, courses etc.
- In-charge of scheduling classes, weekly staff meetings.
- Responsible for creating flyers for student handbook and PowerPoint presentations.
- Communicate with client companies via emails whenever necessary.
- Responsible for social media page (Facebook, Instagram)
- Responsible for organising Institute oriented events.

ACADEMIC PROJECTS:

Car Rental Management System:

To maintain all sorts of records, especially in the form of hard copy or files is impossible for a car rental company. In this we intend to enhance all procedures in a car rental company to be manipulated with the help of software. We have done this project in Visual C# as Front end and MS-SQL as Back end.

Awaaz: Online Singer Hunt:

This is a web-based project developed for giving opportunity for the singers to exhibit their talent. Singers can upload their songs to the "Awaaz" website so that music directors and music troupes can select the singers for online screening as per their requirements. We have done this project in ASP.NET as Front end and My SQL as Back end.

When they get Older!

This project is an animated documentary which is developed by using Autodesk 3ds Max. The multimedia documentary is based on the pathetic situation of people who are getting older. The main objective is to create awareness among the public about the dreadful situation old-aged people face in today's busy world.

ACHIEVEMENTS:

- Actively participated in state level math fair.
- Hands on coordination for the activities involved in University Technical Fest & Arts Fest..
- Passionate Home Baker. (zahab_askar(instagram))
- Participated in state level cultural programs.

PERSONAL DETAILS:

Oman Residential Address	: Al Hail, Muscat
Gender	: Female
Date of birth	: 21-06-1993
Status	: Married
Nationality	: Indian
Languages Known	: English, Hindi, Malayalam, Tamil (Speak only)
Interests	: PowerPoint, Music & Cooking.
Driver's licence	: Holds valid Oman & Indian license.