

# HAWWA RAFIYA

Computer Science Engineering Student

## CONTACT

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## EDUCATION

### APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

#### Btech in computer science and engineering

LBS College of Engineering, Kasragod

2023 – 2027

CGPA:

#### Higher Secondary Education (Class 12)

Board: Kerala State Board

Year of Passing : 2023

Percentage : 92%

## SKILLS

- Programming Languages:** Basic knowledge of C and Java
- Problem Solving:** Developing problem-solving skills using C and Java
- Database:** Basic knowledge of MySQL
- Tools:** Visual Studio Code (VS Code)
- Soft Skills:** Good communication skills

## CERTIFICATIONS

- [Overview of Data Visualization-coursera](#)  
[See credential](#)
- [Create Your First Python Program From UST-coursera](#)  
[See credential](#)
- [Create Animated Social Media Posts using Canva-coursera](#)  
[See credential](#)
- [Python for Machine Learning](#)
- [LBS College Of Engineering, Kasaragod](#)
- [Robotics](#)
- [LBS College Of Engineering, Kasaragod](#)
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## PROFILE

Highly motivated and professional Executive Secretary with over 7 years of experience providing high-level support to senior executives. Proficient in managing calendars, organizing meetings and events, handling confidential documents, and communicating with internal and external stakeholders. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

## PROFESSIONAL EXPERIENCE

#### Executive Secretary

Ingoude Company | 2018 - Present

- Manage the schedules and calendars of the CEO and other senior executives
- Coordinate and schedule meetings and conferences with internal and external stakeholders
- Prepare and distribute meeting agendas, minutes, and other relevant materials
- Handle confidential information and documents with discretion and maintain their proper organization

#### Executive Assistant

Wardiere Inc. | 2016 - 2018

- Managed calendars, scheduled appointments, and arranged meetings and conferences
- Prepared and distributed reports, presentations, and other materials
- Handled confidential documents and maintained their proper organization
- Coordinated travel arrangements and accommodations for executives and guests

#### Executive Secretary Intern

Aldenaire & Partners | 2015 - 2016

- Assisted executive secretary in managing and coordinating schedules, meetings, and travel arrangements for senior executives
- Conducted research and prepared reports on various topics related to the company's operations and industry trends