



## MASHBOOBA ZAKARIYA V K

COMPUTER SCIENCE ENGINEER

Mob: +971543763539

Mail ID: [mpzdx@gmail.com](mailto:mpzdx@gmail.com)

## SUMMARY

---

I intend to be a part of an organization where I can constantly learn and develop my technical skills and make best use of it for the growth of the organization. Looking for a role where i can improve my skills from other experienced team members.

## SOFT SKILLS

---

- Strong IT skills
- Strong decision maker
- Problem solver
- Flexibility
- Confidence
- Self Management
- Innovative
- Team work

## EXPERIENCE

---

### Travel Bay Tourism L.L.C, Dubai [Administrator Since August 2021 to February 2022 ]:

- Maintaining the general ledger by processing all invoices, receipt and payments in ERP.
- Verifying and keeping all the company and employees documents.
- Dealing with emails enquires and incoming calls.
- Support Staff needs.
- Preparing tax document.
- Preparing month end reports.
- Summarize and prepare financial records and statements for internal and external reporting.

### EDZIN GLOBAL Kasaragod, Kerala [ADMIN for one year]:

- Organizing meeting with new admissions.
- Dealing with emails enquires.
- Answering incoming calls, texting messages and re-directing calls as required.
- Manage the registration/ attendance/ course communication with the target audience.
- Counseling and guidance to students regarding personal, academic issues.

## EDUCATION

---

- Bachelor of technology: **Computer science and engineering** - 2019  
**Ahalia School of Engineering and Technology**, palakkad  
A.P.J Abdul Kalam Technological University  
**CGPA: 7.13**
- Higher secondary school: **12th - Computer science** – 2015  
**Ranijai Higher Secondary School**, kannur  
Kerala Higher Secondary Examination Board  
**Percentage: 78%**
- High School: **10th** – 2013  
**Majlis English Medium School**, Kannur  
Central Board of Secondary Education

## WORKSHOPS

---

- Basics of PYTHON.
- Machine learning course completion *Certificate of EDAPT*.
- MATLAB course completion certificate.
- Personal Development.

## HARD SKILLS

---

- Gest Relationship
- Attention to details
- Creative thinking
- Excel, Ms Word, Power Point
- Programming language C, C++ and Java,python
- Basics of Python,Django
- HTML 5,CSS3, Javascript
- MySQL

## Personal Details

---

- Date of Birth: 22/11/1997
- Gender: Female
- Visa Status: Spouse Visa
- Passport No: U3677492
- Language: English, Malayalam,
- Nationality: Indian

## DECLARATION

I Mashbooba Zakariya VK, hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief.

Place: Dubai

Mashbooba Zakariya VK