PERSONAL INFORMATION

Shamna Farhath

- 📍 Kasaragod, Kerala,
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CAREER OBJECTIVE

Passionate about leveraging my energy and skills to promote self-development, fostering continuous learning and growth, while contributing to the development of organization.

EDUCATION

Kannur University
Bachelor of Computer Application (BCA)

2018

EXPERIENCE

G-tec computer education, Kasaragod — *June 2024 - Till date*
Office admin
• Managed student and financial data using spreadsheets, ensuring accurate record-keeping and timely updates.
• Monitored payments and conducted follow-ups to ensure compliance with payment schedules.
• Handled administrative tasks, including admissions, fee collection, and certification processing.
• Assisted in student counseling and resolved queries.

Bakemart FZ LLC, Dubai,UAE — *July 2021 - August 2022*
QC Documentation Clerk
•Conducted quality analysis of nearly finished products, ensuring adherence to standards.
•Documented quality assurance practices and communicated with management to resolve issues.
•Updated databases and coordinated with department head to offer solutions for any manufacturing mistakes.

ECR Group of Institutions, Mangalore — *April 2018 - August 2018*
Student counselor(Seosonal)
•Provided academic guidance and support to students, facilitating their educational journey.
•Conducted office assistance and clerical tasks to ensure smooth operations.

TECHNICAL SKILLS

•Proficient in HTML5, CSS3, MySQL, Python, Bootstrap.
•Experienced in MS Office tools (Word, Excel, PowerPoint, Outlook) and technical software such as VS Code, PyCharm, and Canva.

PROJECTS

TRIVIA MASTER (ONLINE-QUIZ WEBSITE)
•Developed an online quiz platform accessible to all users, featuring eight types of quizzes. Utilized JavaScript, CSS3, HTML5, and Python to create a user-friendly interface.

LANGUAGES

•English •Malayalam

TECHNICAL TRAINING

•Junior Software Developer (DDU-GKY) July 2023 - December 2023. •Received comprehensive training in software and web development, including front-end, back-end, and database management
•Ezio Solution Pvt Ltd Coimbatore(PHP intern) December 2023 - January 2024 •Gained practical experience in PHP development, further enhancing technical skills.

PERSONAL STRENGTHS

•Reasoning and analytical skills
•Quick learner and adaptable to new environments
•Cooperative and solution oriented

DECLARATION

Do here by I swear that all the information furnished here are true to the best of my knowledge and belief, and I assure I can submit all original documents upon your request.

SHAMNA FARHATH