Nufaila M K

HR Assistant

Former HR Assistant at S N Vidya Bhavan. Looking to remain in the technology and information field and apply analytical skills to HR policies that advance productivity and creative abilities. Excited for the opportunity to learn about computer technology and policies from an industry leader.

✉ nufailamk42@gmail.com　　📱 054 281 6693　　📍 Dubai, UAE　　in linkedin.com/in/nufaila-m-k-a44216219

WORK EXPERIENCE

Document Controller
S N Vidya Bhavan

04/2021 - 06/2022
Achievements/Tasks

- Archiving /Scanning/Printing - Renaming, recording and filing incoming hard or electronic copies (Internal and External).
- Ensuring all management system documentation is the current version and easily accessible.
- Recording, checking and tracking all incoming and outgoing documents.
- Developed and maintained document control processes for the efficient management and recording all documentations.
- Assist in the preparation of the minutes of meetings with the managers and directors.

PERSONAL PROJECTS

TIME TABLE MANAGEMENT SYSTEM
- Developed using Asp.Net.

Train Ticket Reservation System
- Developed using Asp.Net

LIBRARY MANAGEMENT SYSTEM
- Developed using Asp.Net.

ROAD SAFETY AND ACCIDENT REPORTING DEVICE
- Using Android OS and Php

EDUCATION

B.Tech Computer Science and Engineering
APJ Abdul Kalam Technological University, Thiruvananthapuram

08/2018 - 06/2022　　　　　　　　*Kerala, India*

Computer Science
Higher Secondary Education Board, MES HSS P Vemballur

06/2016 - 04/2018　　　　　　　　*Kerala, India*

SKILLS

Team work and Collaboration　　●●●●●
Leadership　　●●●●●
Time Management　　●●●●●
Professionalism and strong work ethic　　●●●●●
Multitasking　　●●●●●
Data Management　　●●●●●
Computer Proficient　　●●●●●

CERTIFICATES

BSCIC
Successfully completed the computer course ACCOUNTING CONCEPTS AND TALLY PRACTICE WITH GST AND GCC VAT

ISTE
Co-ordinated Web Page Designing Contest organized by ISTE and CSE Department of SNMIMT

ISTE
Co-ordinated Hands-on Workshop on Machine Learning organized by ISTE and CSE Department of SNMIMT

LANGUAGES

English　　●●●●●
Malayalam　　●●●●●
Hindi　　●●●●○
Arabic　　●●●○○

INTERESTS

Volunteering　　Computer programming

Organizing events in the community　　Reading

Exploring other cultures