

Nufaila M K

Administrative Assistant

Former Administrative Assistant at S N Vidya Bhavan holding versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

✉ nufailamk42@gmail.com

📍 Dubai, UAE

🌐 [linkedin.com/in/nufaila-m-k-a44216219](https://www.linkedin.com/in/nufaila-m-k-a44216219)

📞 0542816693

🌐 nufaila42.github.io/Index.html

WORK EXPERIENCE

Administrative Assistant

S N Vidya Bhavan

04/2021 - 06/2022

India

Achievements/Tasks

- Archiving /Scanning/Printing - Renaming, recording and filing incoming hard or electronic copies .
- Ensuring all management system documentation is the current version and easily accessible.
- Checking and tracking all incoming and outgoing calls.
- 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

India

Computer Science

Higher Secondary Education Board, MES HSS P
Vemballur 06/2016 - 04/2018

06/2016 - 04/2018

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