

# Ruqaiya Roomi

## Education

Bachelor in Information Technology  
*Middlesex University Dubai*

Expected : February 2026

Highschool Dimploma  
*Al Amana Private School*

2021

- Recipient of IGCSE Topper Award (2022)

## Experience

Photographer Assistant (Paid Volunteer)  
*Imprint Studios*

2025

- Assisted the photographer in coordinating student and family portraits.
- Guided students and parents through the photography process for a smooth experience.
- Helped students with their gowns and caps for a polished look in photos.
- Relayed student purchase details and provided information on additional options.
- Assisted parents with inquiries and directed them to the registration desk.

Human Resource Intern  
*GAOTek Inc.*

2025

- Supported the recruitment process by sourcing and attracting candidates through job boards, social media, and headhunting techniques.
- Screened resumes, shortlisted applicants, and scheduled interviews, ensuring a smooth hiring process.
- Maintained consistent communication with candidates via email and LinkedIn, providing updates and professional follow-ups.
- Strengthened key professional skills including communication, organization, teamwork, and time management.

## Projects

- Social Networking Website (Instagram-Inspired SPA)
- Minesweeper Game
- Credit Card Default Prediction
- Automated Fish Tank (Arduino Project)

## Contact



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Dubai, United Arab Emirates

## About Me

Aspiring IT professional with a strong foundation in software development, web technologies, and database management. Passionate about problem-solving and innovation, with excellent teamwork and collaboration skills. Seeking an opportunity to apply technical knowledge in a dynamic environment to gain hands-on experience and contribute effectively.

## Skills

Programming languages:

- JavaScript,
- Python
- C

Web Development:

- Node.js
- HTML
- CSS

Database:

- MongoDB
- MySQL

Microsoft Applications:

- Word,
- Powerpoint
- Excel
- Acess

Soft Skills

- Problem solving
- Teamwork
- Communication