

Resume

Full Name : Sairish Aliya

✉ : sairishaliya18@gmail.com

☎ : 91 7979714909

📞 : 91 7979714909

LinkedIn : <https://www.linkedin.com/in/sairish-aliya-25623b256/>



Objective:

Enthusiastic Diploma in Computer Engineering student at Jamia Millia Islamia University seeking an internship to apply and enhance my programming skills in C++, C, My SQL, HTML, CSS, and JavaScript. Eager to contribute to a dynamic team and gain hands-on experience in the field.

Skills:

Programming Languages: C++, C, HTML & CSS,
Ms-Office (Word, Excel, PowerPoint & Outlook)
Editing Videos & Poster
Adobe Acrobat Professional
Internet Browsing & Emails
Office Automation

Education:

Diploma in Computer Engineering, Jamia Millia Islamia University [Expected Year 2025]
Jamia Girls Senior Secondary School, [Passing Year 2022]

Training:

- Data Science Intern at Skill Dzire
- Web Development Training at Soft Dew

Experience:

1. Placement Coordinator Jamia Millia Islamia from 2023 to till date.

Facilitating Communication:

- Laise Between the college, students, and prospective employers to ensure smooth communication.
- Provide information to students about upcoming placement activities, job opportunities and requirements.

Coordinating Placement Drives:

- Organize and coordinate placement drives and recruitment events.
- Collaborate with companies to schedule interviews, group discussions, and other evaluation processes on campus.

Data Management:

- Maintain accurate records of student profiles, including academic performance, skill sets and other relevant information.
 - Collect and compile data on job placement, ensuring accurate and up-to-date records.
- Preparing Students:

Preparing Students:

- Conduct workshops or training sessions to prepare students for interviews, aptitude tests, and group discussions.
- Provide guidance or resume building, cover letter writing, and effective communication skills.

Building Relationships:

- Cultivate and maintain relationships with potential employers and industry representatives.
- Act as a bridge between the college and corporates entities to enhance collaboration.

Placement Office Automation:

- Develop and implement automated systems to streamline the placement process, making it more efficient.
- Use technology to match profiles with job requirements and facilitate the application process.

2. Campus Ambassador at DEVTown Delhi July 2024.

Projects:

Placement Office Automation.

For company recruitment and applicable students for job an automated system which makes task easy to list applicants as well as companies depending on the final year percentage was developed.

Student Counselling.

Duration: 60 days

Language used: C

Extracurricular Activities:

- NCC Cadet at Jamia Millia Islamia
- Sports Leading

Optional Sections: -

Hobbies

- Debates
- Poetries Writing
- Photography
- Videography

Personal Details:

Date of Birth :	30/05/2007
Father's Name :	Mohd. Shahid Ali
Marital Status :	Un-married
Nationality :	Indian
Religion :	Muslim
Language :	English, Urdu & Hindi
Address :	Mohammadpur
	Pachrukhi
	Siwan, Bihar
	PIN: 841241

