



ABDUL SHAMEEL C.T

My Contact

✉ shameelshami46@gmail.com

☎ +971 -563349042

📍 Abu hail, Dubai

Education Background

- **MSc Electronics**
MG University kottayam, 2019
- **BSc Physics**
University of Calicut, 2017

Other Knowledge

Certified **Optical Fiber Technician**
BSNL Ernakulam-2019

Achievements

Published paper entitled of "Smart Interactive Flood Early Warning System Using Arduino-Raspberry Pi - IJERT Volume 7 Issue 5

Project Titles

- Smart Interactive Flood Early Warning System Using Arduino-Raspberry Pi (2019 MES college Marampally)
- A DFT Study on Molecular Structure and thermodynamical properties of few molecules. (2017- Majlis Arts And Science College)

About Me

An Experienced Professional in the Administration aspiring for a challenging job with opportunities to make use of the acquired Knowledge, personal attributes and qualifications for the betterment of the organization and self.

Professional Experience

Administrator

At IKTM Arts and Science College, Malappuram
June 2021- January 2023

Key responsibilities:

- Resolve conflicts and other issues
- Communicate with parents, regulatory bodies and the public.
- help shape and uphold the vision of the college.
- Assist professors and department heads in planning course schedules, preparing materials for classes, and organizing department events
- Create, edit, and publish college publications, brochures, marketing materials, and communications
- Manage student records and files

Marketing Manager

At Elan Creativo, Calicut
Dec 2020 - March 2021

Key responsibilities:

- Coordinated Digital Marketing for Clients
- Acquired Clients Through direct marketing.
- Working with staff members, clients, or an ad agency to establish and meet project goals, budgets, and timelines.
- Monitoring project progress, from planning to execution, to ensure it remains focused and effective.

Office Administrator

At TopMark Academy, Malappuram
June 2019 - October 2020

Key responsibilities:

- Handle scheduling, record-keeping and reporting.
- Supervising staff members and delegating administrative responsibilities.
- managing and coordinating meeting and appointments.
- Track and replace office supplies as necessary to avoid interruptions in standard front office procedures
- Submit reports and prepare proposals and presentations as needed

Skills

- Strategy development
- Organization
- Public relations
- Customer service
- Innovative thinking
- Excellent planning skills
- Negotiation skills
- Ability to multi-task

Technical Skills

- Python
- C++
- MS Office
- Adobe PS

Languages

- English
- Malayalam
- Hindi

Personal

On a personal level I am a positive individual with an upbeat personality. As a professional I am able to meet challenge and multitask well while remaining sensitive to other needs. Above all I am a devoted and committed employee.

Volunteer Experience

National Youth Volunteer

*Under Ministry of youth affairs and sports, India
July 2021- January 2023*

Key responsibilities:

- Catalytic agent between youth clubs and development departments
- To maintain records of programmers conducted by youth clubs.
- Guiding and motivating youth club members for involving themselves in community development programmers

Executive Director

*At Kites India
November 2022-Present*

Key responsibilities:

- Responsible for planning, organization, and direction of the organization's operations and programs.
- Provides leadership to and manages the efforts of site staff to ensure appropriate support of all departments.

Workshop

IOT Application Development

Conducted by Kerala start up mission
Info Park Koratty- 2019

Idea Fest

Conducted by MES college
Marampally- 2019

Foundation Skills in Entrepreneurship

Conducted by Kerala start up mission-2018

Sincerely
Abdulshameel C.T