

CURRICULUM VITAE



Mobile No: **0568917497**.

M.AANISHA KHADIR M.Sc. (CS),

Email: **aanishajhangirkhan@gmail.com**

CAREER OBJECTIVE:

To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people.

EXPERIENCE SUMMARY

August 2015-june 2017

Asst. Professor in E.M.G Yadava women's college, Madurai

NATURE OF DUTIES

- Ability to implement current learning theories in technology education
- Ability to maintain good working relationships with all staff, students, parents, and community members
- Ability to organize, maintain, and manage a clean and safe laboratory class setting
- Ability to meet and maintain punctuality and attendance expectations
- Planning lessons and activities that facilitate student's acquisition of basic computer skills
- Keep parents informed about student progress by writing academic progress reports
- One of the member of College Overall Documentation.
- I am appointed as **Students Service Organization Officer**
- This Organization aims to bring out the inherent talents of the students and to develop their personality.

JOB RESPONSIBILITIES:

- Planning lessons and activities that facilitate students' acquisition of basic and advanced computer skills.
- Instructing in a manner that develops students' confidence in their abilities.
- Observing and managing classroom dynamics.
- Invigilating and grading projects, quizzes, and examinations.
- Tracking and communicating students' advancement throughout the course.
- Ensuring that the computer laboratory always remains free from food and drink.
- Downloading important software updates and maintaining hardware. ○ Attending parent-teacher and faculty conferences.

June 2022 to till date

ISO Coordinator in First Quality Certification, Shabiya ME9, Abu Dhabi

NATURE OF DUTIES

- Creating achievable sales goals that grow progressively larger over time.
- Informing staff of individual and overall sales targets to promote accountability within the
- Updating customers details on our database.
- Tending to highly technical or serious questions and complaints.
- Training new hires and monitoring them to ensure consistency in performance.
- Reporting on salient achievements and impediments
- Conduct Initial ISO Audit through online
- Assist audit team in developing audit reports
- Assist with follow-up audits, as required.

JOB RESPONSIBILITIES:

- Maintained day to day reports.
- Sending quotations to the client
- Prepare and send invoices to clients.
- Maintain files
- Contact customers and send reminders to ensure timely payments
- Following up for payments from customers via calls and emails.
- Preparing outgoing letters.
- Clarify Responsibilities and Expectations
- Enhance Sales Skills

EDUCATIONAL QUALIFICATION:

- **Master of Computer Science (MSC)** in LADY DOAK COLLEGE, Madurai with First Class in **2015**.
- **Bachelor of Computer Application (BCA)** in EMG YADAVA WOMENS COLLEGE, Madurai with First Class in **2013**.
- **Higher Secondary** in Noyes Matriculation Higher Secondary School, Madurai in **2010**.
- **S.S.L.C** Noyes Matriculation Higher Secondary School, Madurai in **2008**

TECHNICAL SKILLS

Operating Systems : Windows 95, 98 ,2007,and XP

Languages : C, ASP. NET, Visual Basic.

Web Technologies : ASP.NET, HTML

Databases : Basics of MS SQL Server 2005

Tools : MS Office, MS Visual Studio .NET 2005.

Area of interest : Web Application Development, Digital Image processing using

MATLAB

HOBBIES

- Intimate Jewelry, silk thread jewelry making
- Internet Surfing
- Cooking
- Listening songs

ACADEMIC PROJECT

Project 1 : **E-LEARNING**
Duration : 6 months
Front end :ASP.NET
Backend :Microsoft SQL SERVER 2005
Language used : C#

Project 2: **INVENTORY MANAGEMENT SYSTEM**

Company Name : **kalamman automobiles.**

Duration : 6 months

Front end : ASP.NET

Backend : Microsoft SQL SERVER 2005

Language used : Visual Basic

Project 3: **REAL ESTATE MANAGEMENT SYSTEM USING ASP.NET**

Company Name : Joy housing.
Duration : 6 months
Front end :ASP.NET
Backend :Microsoft SQL SERVER 2005
Language used : C#

PERSONAL INFORMATION

Date of birth : July 19, 1992
Gender : Female
Languages known : English, Tamil, Hindi.
Nationality : Indian
Marital Status : Married
Permanent Address : Building no: C 90, Flat no:304, Near Phoenix Hospital,
Shabiya – 10, Abu Dhabi
Alternative no : 0563856496.

PASSPORT DETAILS:

Passport No : M0884828
Date of Issue : 08/08/2014
Date of Expiry : 07/08/2024
Place of Issue : Madurai
Visa Type : Husband Visa

DECLARATION:

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

Yours Truly,
[M. Aanisha Khadir]