

# CURRICULUM VITAE

**HIZANA NOUSHAD**



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**Permanent Add:**  
Naduparambil (H)  
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**Personal Data:**

**Date of Birth : 12-08-1996**

**Nationality : Indian**

**Religion : Islam**

**Marital Status: Married**

**Gender : Female**

**Language Known :**

**English, Hindi, Malayalam,**

## Career Objective

To associate with progressive organization that gives me scope to update my knowledge and skills according to latest trends and be a part of team that dynamically works towards the growth of organization and gains satisfaction.

## My Core Strength

- Hardworking and good at team work.
- Eager to learn new things.
- Honest and dedicated.
- Willing to learn new skills.
- Good communication Skills.
- Ability to adapt to a fast environment.
- Creative Thinking quality
- Good Leadership Skills.

## Professional Experience

**Period** : 8 Months  
**Position** : Process Executive.  
**Company** : Aabasoft, Kakkanad.

**Period** : 1 year  
**Position** : Business Development Executive  
**Company** : Audrey Technologies, Ernakulam

**Responsibilities:**

- Building business relationships with current and potential clients.
- Create and maintain a list/database of all sales and administration tasks.
- Understanding client needs and offering Solutions and Support.
- Equipping staff with the technical and social skills needed to enhance sales.
- Work with the team to achieve short term and long term revenue and profit growth.

**Training conducted at Keltron Controls, Aroor.**

**Internship conducted at Techgensia, Infopark.**

## **Educational Qualifications**

**Course** : Hospital Administration

**College / University** : International School of Skill Development(TUV SUD Certification)

**Period** 2018

**Course** : BTech (Electronics & Communication Engg.)

**College / University** : Govt.College of Engineering , Cherthala.

**Period** 2014

**Course** : Higher Secondary Education

**College / University** : Govt.H.S.S , Chandiroor

**Period** 2012

**Course** : Secondary Education

**College / University** : Al Ameen Public School , Chandiroor

## **Computer Skills**

- MS Office Excel, MS Office Word
- Operating system : Windows
- AUTOCAD
- Software Skills : C,C++,HDL , Verilog.

## **Declaration**

*I hereby solemnly affirm that all details provided above are true to the best of my knowledge and belief and that all the time, I shall carry myself in a manner that lends dignity to the organization and worthy enough of the person.*

**HIZANA NOUSHAD**