

CURRICULUM VITAE

HIZANA NOUSHAD



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Permanent Add:
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Personal Data:

Date of Birth : 12-08-1996

Nationality : Indian

Religion : Islam

Marital Status: Married

Gender : Female

Passport No : R5229415

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

Currently working in administration department at The Lifeline Clinic and Infertility Centre

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