



FATHIMA NIZAR

CONTACT

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- ✉ fathimanizar1997@gmail.com
- 📍 Sharjah, UAE

KEY SKILLS

- Team Work
- Document coordination
- Work Ethic
- Leadership Quality
- Decision-making
- Time Management
- Customer Service
- Digital Signal Processing
- Hardworking
- Positive Attitude

CERTIFICATION

- Energy Efficiency and Conservation and Clean Energy (EMC-Kerala)
- Optical Fiber Communication (BSNL)
- Medical Coding and Billing(NSDC)

PROJECTS & SEMINARS

- Enhancement of NG-SDH System with MSSP Protection
- Automatic rain sensing wiper
- Mobile stethoscope(seminar)

COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Basic Operation	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

OBJECTIVE

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

EMPLOYMENT CHRONICLE

UNITED ELECTRICAL INDUSTRIES LTD, INDIA

GRADUATE TRAINEE ENGINEER | Sep 2020 – Dec 2023

KEY RESPONSIBILITIES

- Assisting Senior Manager (Electrical), Manager (R &D) and Assistant Engineers for official purposes including document preparation for ISO.
- Preparation of Standard Operating Procedures (SOP) for the testing of energy meter, water meter, Starter and LED Street Light, preparation of documents, records and files related to meter testing and LED street light testing of relevant Indian standards specification of BIS.
- Supervising the daily production and preparing daily production report for Air Break Switch (ABS), handling production control of ABS production
- Supervising the assembling, testing and packing of Vehicle tracking system (VTS) device
- Document preparation related to supply, installation and PMC works of LED Street Lights
- Conducting research and analysis to support the development and improvement of electrical products and systems.
- Participating in product design, development, and testing activities under the guidance of experienced professionals.
- Testing of Water Meter, Air Break Switch and LED Street Light
- Assisting in troubleshooting and resolving technical issues related to electrical equipment and systems.
- Assisting in research and development activities to explore new technologies and improve existing electrical systems.
- Assisting in identifying and resolving technical challenges related to electrical systems and equipment.
- Collecting and analysing data related to electrical systems, performance, and efficiency for evaluation and improvement.
- Participating in quality control processes to ensure that electrical work meets high standards and specifications.
- Participating in the testing, calibration, and performance evaluation of electrical equipment and systems.
- Keeping abreast of the latest developments, advancements, and best practices in electrical engineering to enhance knowledge and skills.

OFFICE ADMIN

- Assisting PA to MD to prepare letters, Travelling orders, Attending calls, Checking mails and send to the corresponding departments. Keeping registers and records in proper manner.

UNITED ELECTRICAL INDUSTRIES LTD

INTERN | Sep 2019 – Sep 2020

PERSONAL DOSSIER

Gender : Female
Date of Birth : 19/02/1997
Nationality : Indian
Religion : Islam, Muslim
Marital Status : Married
Spouse Name : Sidhik N
Visa status :Residence

PASSPORT DETAILS

Passport Number : B6403249
Date of Expiry : 17/10/2033
Date of Issue : 18/10/2023

LANGUAGES KNOWN

English 100 %
Malayalam 100 %
Tamil 85 %

HOBBIES

 Songs  Travelling  Reading

ACADEMIC CREDENTIALS

B. Tech | 2014 - 2018

ELECTRONICS & COMMUNICATION ENGINEERING

- University of Kerala
- YCET, Kollam

HIGHER SECONDARY | 2012 - 2014

- Board of Higher Secondary Examination, Kerala, India
- St Aloysius HSS, Kollam

STATE | 2012

- Board of State
- St Joseph’s convent GHSS, Kollam

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

FATHIMA NIZAR