[***Hospital Administration /computer & software Engineering/***](http://www.linkedin.com/groups?home&gid=2768947&trk=anet_ug_hm) ***School*** [***Administration***](http://www.linkedin.com/groups?home&gid=2768947&trk=anet_ug_hm)[***Professional***](http://www.linkedin.com/groups?home&gid=2768947&trk=anet_ug_hm)

# Naseeba Ismayil



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**OBJECTIVE**

**Hospital Management/ school Administration / IT solution/ IT Administrator /IT Helpdesk Operato**r….. **Efficient, versatile and reliable Professional with 9 yrs of experience in supporting management in high paced environment.**

**Diversified but acquired skills include customer relations,** Background includes consistent promotions to positions of increased responsibility for notable achievements.

**EDUCATIONAL QUALIFICATION**



**Graduation:**

**2023 – 2024 Diploma in Hospital Administration**

**TUVSUD Certification/Germany**

**2007 – 2011 B.Tech Computer Science**

Calicut University

Kerala, India.

**2005 – 2007 Plus Two**

Board of Education Kerala, India

**March – 2005 S.S.L.C**

**CBSC**- Board of Education Delhi, India.

**Technical Skill**

* Operating Systems: - Windows 11,LINUX,UBUNTU Android, iOS,Mac OS,Chrome OS
* Power point
* Printers:-Laser Printers, Network Printers, Line Printer, Scanner

**LANGUAGE PROFICIENCY**

* English & Malayalam, Hindi (Read, Write and Speak)
* Arabic (Read and Write)

**PERSONAL PROFILE**

**Date of Birth :** 08th Feb 1987

**Sex :** Female

**Religion :** Muslim **Nationality :** Indian **Marital Status :** Married

**WORK EXPERIENCE**

**April’2024 – Present**

# EFFICIENT TRANSLATION

## Dubai, Uae

**Industry : Business**

**Functional area : Office Admin Current Job : Executive**

**Highlights:**

Office Coordination

**Legal Translation**

**Certificate Translation**

**Medical Translation**

**Business Translation**

Customer Relations

Documentation

**JOB RESPONSIBILITIES**

JOB DESCRIPTION / ROLE

Translation co -Executive

• Produce high quality, efficient written translations of legal and non-legal documents from English to Arabic and Arabic to English with minimum supervision

• Provide interpretation of legal and non-legal information upon request

• Carry out translation work in the most cost-effective and appropriate manner

• Review, proofread, and sense/spot-check of external third party translations upon request and as assigned by the Supervisor to ensure consistency, accuracy, and compliance with House Style

• Provide regular feedback on the work of the external translation providers

• Within reason, undertake any other related duties as assigned by the GM

**Aug’2017 – March’2024**

# TIC SECONDARY SCHOOL

## Tirur ,Kerala

**Industry : School**

**Functional area : Office Admin Current Job :** Administrator

**Highlights:**

Office Coordination Time Management Team work

Customer Relations Reporting

Documentation Administration

**JOB RESPONSIBILITIES**

• Answering all admission related queries, processing all admission and student related documents and keeping them in custody

• Liasioning between students , parents , teachers and principal Co coordinating and arranging of the movement of the internal documents to the trust members as instructed by the principal.

• Custodian of all the forms, circulars, parent requests, student report cards, electronic items etc preparing the transport attendance by updating changes every month

• Making bus arrangements for field trip, sending memos to drivers and monitors Issuing school cirficates upon parents request

• Arranging and issuing school circulars to students and for internal communication for staff Issue of student ID cards (New Admission –Re issue) .

• Typing and clerical works for academics

• Problem-solving and conflict resolution skills.

• Good judgment and decision-making aptitude

**Ocober’2012 – Aug’2017**

# NGIT LLC

## Dubai

**Industry : IT**

**Functional area : IT, Office Admin**

**Current Job : IT Solutions** / Administrator

**Highlights:**

Experience in Microsoft Business Solutions

Management (SharePoint)

ERP (Microsoft Dynamics AX)

CRM (Microsoft Dynamics CRM) EPM (Enterprise Project Server)

**JOB RESPONSIBILITIES**

✔ identifying an organization’s needs

✔ Agreeing plans with the client

✔ Discussing the best products and systems with the client

✔ Explaining plans to designers and developers

✔ producing progress reports

✔ Dealing with problems as they arise (the path to IT never did run smooth)

✔ Advising clients on future developments.

✔ solving real life business problems to make the organization more efficient, more productive by developing, testing and implementing IT solutions.

✔ It’s a detailed process, usually project-based. Once an area for improvement has been flagged up,

✔ Work closely with analysts and management to understand more about the problem and the expected outcome before translating these requirements into detailed technical specifications.

✔ Adapting existing codes and testing the system to make sure there are no glitches in it.

✔ Maintain document the project, there is a detailed record to use for future reference.

**Augest’2011 – Ocober’2012**

# Travancore Techno space ( India)

**Industry : IT**

**Functional area : IT**

**Current Job : System Administrator/ Customer service**

**JOB RESPONSIBILITIES**

√ Answer user inquiries regarding computer software or hardware operation to resolve problems.

√ Read technical manuals, confer with users, or conduct computer diagnostics to investigate and resolve problems or to provide technical assistance and support.

√ Refer major hardware or software problems or defective products to vendors or technicians for service.

√ Enter commands and observe system functioning to verify correct operations and detect errors.

√ Oversee the daily performance of computer systems.

√ set up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software.

√ Prepare evaluations of software or hardware, and recommend improvements or upgrades.

√ develop training materials and procedures, or train users in the proper use of hardware or software.

√ Maintain records of daily data communication transactions, problems and remedial actions taken, or installation activities.

√ Modify and customize commercial programs for internal needs.

√ Hire, supervise, and direct workers engaged in special project work, problem solving, monitoring, and installing data communication equipment and software.

**PROJUCT**

* + **Title of Mini Project** : **RESULT PROVIDER**
  + **Title of Main Project : CORPORATE CYBER SURVIELLANCE SYSTEM**

**References:**

* **Najeeb P Pareed (principal - TIC School Tirur)**
* **Dr. Fabitha Ibrahim (Vice principal-TIC School Tirur)**
* **Mr. Regin Thonivalappil (IT nI Charge -NGIT- LLC)**
* **Mr. Bensilal (MD- Travancore Techno space )**

**Declaration**

I hereby declare all the information furnished above is true to the best of my knowledge.

**(Naseeba)**