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OBJECTIVE

Hospital Management/ school Administration / IT solution/ IT Administrator /IT Helpdesk Operator.....

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
- Liaisoning 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 certificates 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

October'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.

August'2011 – October'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.

PROJECT

- **Title of Mini Project : RESULT PROVIDER**
- **Title of Main Project : CORPORATE CYBER SURVEILLANCE 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)

