REENA N

📱 +971 58 951 1582

✉ reenanandan123@gmail.com

📍 DUBAI - UAE

CAREER OBJECTIVE

Looking for opportunities that will help me in finding My own true potential as well as opportunities that will Challenge me. I wish to engage with roles that will help Me grow professionally while I contribute to the growth of The company.

CORE QUALIFICATIONS

STRENGTH

- Ability to work with minimum super vision
- Keen to meet deadline
- Team player
- Responsibility
- Ambitious
- Integrity
- Customer service

TECHNICAL SKILLS

- Programming Language
  Basics of Java, C, Python
- Web Technologies
  HTML, CSS, JAVASCRIPT, JQUERY, BOOTSTRAP
- Database
  Mysql
- Basic Computer Knowledge
  MS Office, Google Sheets

CERTIFICATION

- Indian Driving Licence

WORK EXPERIENCE

OFFICE ADMINISTRATOR

Ashirvad institute of information technology(AIITECH) Pvt. Ltd-Kasaragod
01-05-2022 to 30-10-2022

- Coordinate office activities and operations
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary
- Communicated closely with the Head of Operations regarding the needs, concerns, or issues in the office.

TRAINEE SOFTWARE ENGINEER

Quest Innovative Solution Pvt.Ltd-Calicut 27-10-2021 to 27 -04-2022

- Worked in all areas of python web application development.
- Involved in the development of web and mobile application using python 3.10, HTML5, CSS3, J.Son, JavaScript and JQuery.
- Collaborated with the senior developers to design and implement applications.
- Implemented user interface guidelines and standards throughout the development and maintanance of the website using HTML, CSS,JavaScript, and JQuery.

ACADEMIC QUALIFICATIONS

2017 – 2020

Bachelor of Technology

Electronics and Communication Engineering

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CGPA : 7.15

2014 – 2017

DIPLOMA in Electronics Engineering

State Board of technical education, Kerala

CGPA : 8.14

2014

Higher Secondary

Personal Details

Date of Birth	14-12-1996
Sex	Female
Nationality	Indian
Martial Status	Married
Visa Status	Husband Sponsorship

Social Media

-:Reena Nandanan

Permanent Address

Rashidiya
Dubai

INTERNSHIPS/WORKSHOPS

- ☐ Regional Telecom Training Centre, Govt. of India, Trivandrum
- ☐ Keltron IT Business Group (Embedded System &Industrial Electronics)
- ☐ iAcharya Silicon Limited (Solar photovoltaic Off-grid and On-grid:Design and Installation)

Personal Skills

- ☐ Comprehensive problem solving abilities
- ☐ Customer service
- ☐ Willing to learn
- ☐ Positive attitude and ability to work in a team
- ☐ Good communication skills
- ☐ Hardworking
- ☐ Creative
- ☐ Leadership skill
- ☐ Fast learning
- ☐ Work on new task independently

Languages

ENGLISH
Full Professional Proficiency

MALAYALAM
Native or Bilingual Proficiency

HINDI
Professional Working Proficiency

ACADEMIC PROJECTS

Solar tracker, Green House Environment Monitoring And Controlling, IoT based Vehicular Pollution Monitoring And Controlling System

DECLARATION

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

Yours Faithfully

REENA N