

## A. Aspiya

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### ASPIRATIONS

To work in a creative and challenging environment where acquired skills and education will be utilized towards Continuous growth and advancement.

### EDUCATION

2012 – 2016	BE (Hons) – Computer Engineering, BITS Pilani, (Dubai Campus)
2010 – 2012	Higher Secondary – (+2) Board Exams, Tamil Nadu - India
2008 – 2010	Higher Secondary – (10) Board Exams, Tamil Nadu - India

### INTERNSHIP EXPERIENCES

2020(September)- 2020(Present)	<b>IT admin and Admin Support - Twinvey Electric Consultancy</b> <ul style="list-style-type: none"><li>➤ Manages the upgrade and installation hardware and software and troubleshooting to the computer.</li><li>➤ Monitoring the emails, create and change the passwords, backup data and data recovered.</li><li>➤ Maintaining the website and manages the databases.</li><li>➤ Documenting the electric related project and technical calculations in Excel.</li><li>➤ Maintains Account controls by preparing and recommending policies and procedures.</li><li>➤ Documents financial transaction by entering account information.</li><li>➤ Prepares payments by verifying documentation and requesting disbursements</li></ul>
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<p><b>2016(Jan) – 2018(Jul)</b></p>	<p><b>IT and Sales Coordinator – Darvesh Group of Companies , Dubai - UAE</b></p> <ul style="list-style-type: none"> <li>➤ Have learned Procure to Payment (PTP) cycle in Oracle E Business Suite.</li> <li>➤ Have learned Order to Cash (OTC) cycle in Oracle E Business Suite.</li> <li>➤ Uploading employee information in the HR Database of Oracle E Business Suite.</li> <li>➤ Attending calls from Customer and Service Requests.</li> <li>➤ Resetting Users Passwords and Unlocking Accounts for Emails/Domain Account, Oracle Account.</li> <li>➤ Creating a Ticket in Darvesh IT Ticketing Tool based on the call or Email received from employees and assigning the Ticket to relevant IT Staff for resolution</li> <li>➤ Coordinating with IT Staff till the closure of the Tickets</li> <li>➤ Reporting to Manager on daily basis regarding the Calls and Emails attended and action taken</li> <li>➤ Sending Daily Report to Manager on daily Calls/Emails</li> <li>➤ Shadowing with IT Audit team for the IT Assets (Users Assets, Software) Audit</li> <li>➤ Overall understanding of the Process and Procedure from a Group of Companies perspective</li> </ul>
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<p>2014(Jun) – 2014(Aug) Three Months Internship</p>	<p><b>Admin &amp; HR Assistant – Darvesh Group of Companies , Dubai - UAE</b></p> <ul style="list-style-type: none"> <li>➤ Visa process (EDNRD applying)/ Gratuity preparation / Filing process.</li> <li>➤ Manage and coordinate all office facilities - office supplies, office contractors/suppliers.</li> <li>➤ Monitoring general Emails and handle mail &amp; expenses.</li> <li>➤ Coordinating with drivers for Transportation facilities across the company as per the requirement</li> <li>➤ Preparing List of all the pending works in Excel for coordination</li> <li>➤ Preparing the Data in MS Office Tools (Word, Excel, Power Point) as required as per the Instructions from Seniors</li> </ul>
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**PROJECT DETAILS**

<p><b>ORACLE SKILLS</b></p>	<p><b>ORACLE 11i / r12</b></p> <ul style="list-style-type: none"> <li>➤ Oracle Supply Chain Management.</li> <li>➤ Data mining for Software Cost Estimation.</li> <li>➤ Designing of multiprocessor platform embedded processing.</li> </ul>
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## TECHNICAL SKILLS

LANGUAGES	<b>C, C++, SQL</b>
DATA BASE	<b>AUTOCAD, WEKA, MS Access, Oracle11i / r12</b>
ANIMATION	<b>Photo Shop, Power Point</b>
TOOLS	<b>Darvesh IT Ticketing Tool (Custom Tool)</b>
MICROSOFT	<b>Outlook &amp; Office (till 2013)</b>

## PASS PORT & VISA DETAILS

PASSPORT NO	<b>T8237265</b>
VISA STATUS	<b>Sponsor Visa</b>
VALID TILL	<b>20/10/2021</b>
NOTICE PERIOD	<b>One month period</b>

## PERSONAL PROFILE

LANGUAGES	<b>English, Urdu, Hindi and Tamil</b>
DATE OF BIRTH	<b>16/02/1994</b>
DRIVING LICENSE	<b>Valid UAE Driving License</b>
GENDER	<b>Female</b>
MARITAL STATUS	<b>Single</b>

## DECLARATION

I hereby declare that all the above information are true and correct to the best of my knowledge.

Place: Dubai

Date: Dec 20

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