

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

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

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

PASS PORT & VISA DETAILS

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

PERSONAL PROFILE

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

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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