

**RIYA RAFEEK**

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"I am a Graduate with leadership quality, multi tasking following the social etiquette that strives to the benefit of the successful running of the Organization.

Looking for a Job career growth in Administration, HR, IT based on my qualification and skills in delivering a prosperous future with the Organization."

Further, refer the below briefing on my qualification and projects that I have been part of :

EDUCATIONAL BACKGROUND :

- **MBA – (Logistics and Supply Chain Management)**
Undergoing post graduation from School of Distance Education : Bharathiar University (2021-2023)Coimbatore, Tamilnadu, India.
- **B Tech – (Computer Science And Engineering)**
Completed graduation from College of Engineering Karunagappally (2016 - 2020) Kollam, Kerala, India.
- **Pre - University**
Completed higher secondary from Government Higher Secondary School Kummil (2014 - 16) Kollam, Kerala, India.

Completed high school from Shantiniketan International Senior Secondary School Nilamel (2004-2014) Kollam, Kerala, India.

COMPUTER SKILLS :

- **Operating System:** Windows, Linux.
- **Web:** HTML, CSS.
- **Programming Languages:** Python, C, Java, MYSQL, Javascript, PHP.
- **MS Office:** Word, Powerpoint, Excel.
- **Configuring and Administering Microsoft Internet Security and Acceleration (ISA) Server.**

STRENGTHS :

- **Leadership** - Skilled at multitasking , planning and goal setting that increase the business growth.
- **Customer Service and Relations** - Adapt at establishing and fostering customer relations promoting goodwill of the Company.

PROJECTS & WORKSHOPS :

Project: Automatic Braking System Using Machine Learning

Industrial tutoring on **"Introduction to Web Application Development"** from **"Seaview Support Systems Pvt. Ltd.."**

Attended **"IEEE All Kerala Computer Society Student Congress 2017"**.

Workshop on **"Virtual Reality"**.

Attended **"Virago 1.0"** conducted by **"IEEE Travancore Hub"**.

Workshop on **"Cansat and Rocketery"** conducted by **'Hyoristic Innovation'**.

Workshop on **"Cosmic Light: Basics of Observational Astronomy and Astrophotography And Post-Processing Techniques"** conducted by **'Cygnus: The Physics Association'**.

Online course **"Python: 101 for Data Science"** provided by **'Cognitive Class'**.

Online course **"Domestic Data Entry Operator"** provided by **'Unifiers , National Skill Development Corporation'**.

Date of Birth: 17 August 1998

Nationality: Indian

Languages: English, Hindi, Malayalam.

DECLARATION :

I solemnly declare that the above furnished information given is true and to the best of my knowledge and belief and if given opportunity, I promise to serve your esteemed organization to the best of my ability.

Regards
Riya Rafeek