MEHVISH MMK

Elec. and Comm. Engineer

📅 02 January 1994

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✉ mehvishmmkhan@gmail.com

🌐 Indian

🚘 UAE Driving License

> Seeking opportunity for growth and development in an esteemed organization, where I can utilize my knowledge and skills and contribute to the steady progress of the company.

Education

B.E (hons.) in Electronics and Communication | 2016
BITS PILANI Dubai.

CBSE | 2012
The Central School, Dubai

Skill

- Social intelligence
- Analytical
- Collaborator
- Multitasking
- Communicator
- Time management
- Flexibility

Certificate

- **CRM Software**
- **Microsoft Office**
- **Database Management**
- **COMSOL**
- **AUTOCAD**
- **Program Compiling in C+**
- **Tableau 8.2 Software**
- **PSPICE**

Profile Summary

- Expertise in Planning, Directing and Coordinating administrative services & on time execution.
- Strategic planner skilled in multitasking and prioritizing work tasks to better meet client needs.
- Resolving conflicts with positive impression and handle it by investigating the problem while keeping in mind the company policies.
- Customer service-oriented, self motivated, and extensive experience in resolving conflicts with customers & clients.
- Processing data and combining the information in a user friendly manner that presents the data to enable the desired analysis using Tableau.
- Hardworking, Responsible and Reliable with fast learning skills. Excellent relationship management and communication skills with the capability to network with consummate ease.
- Basic Knowledge of Installing and Commissioning as well as conducting tests & inspections to ensure Operational Effectiveness of systems.
- Advance knowledge of Tableau, MATLAB and Microsoft Office.
- Committed, Friendly and Dedicated. Love to meet challenges and Open for learning.

Language

98	90	50
English	Hindi/Urdu	Arabic

Experience

Intern Engineer

Redcube Systems, Dubai | Aug 2015 - Jan 2016

- Worked in estimation and Service Department for IT and ELV Solutions.
- Fixes up meetings for understanding Client's Requirements, Specifications & Budget range.
- Estimating and Preparing the Quotation & submitting to the clients with regular & timely follow ups through Customer Relationship Management Software (CRM).
- Managing project deliverables, activities and coordinates with project manager to review goals for project team.

Trainee Engineer

ScanTechnology, Dubai | Jun 2014 - Aug 2014

- Data Preparation and Analysis using Tableau (Business Intelligence).
- Designed different dashboards for visualizing and understanding of Data.
- Identifying resources and requirements, and Coordinating with project staff directly / indirectly to ensure successful completion of project.
- Coordinating work with clients and client-related departments.

Professional Assistant

BITS PILANI, Dubai | Sept 2013 - Jan 2014

- Checking books and materials in and out to students using the computerized circulation system.
- Organized and maintained a wide inventory of books, newspapers, magazines, and other materials and documents available for use by students and faculty.
- Assisted supervisor with the upkeep of overdue items records when necessary.
- Answered routine telephone or in-person reference inquiries, referring students to librarians for further assistance, when necessary.

Volunteer Experience

- Representative for BITS Pilani, Dubai in GETEX exhibition held in World Trade Center.
- Member of the hospitality team for BITS SPECTRUM.
- Volunteer for JASHN festival in the logistics department.
- Worked with the sponsorship team for BITS Sport festival.

Projects

- Research project on 'Working and Configuration of Access Control Systems'.
- Research paper on 'Real Time Event detection Using Social Media'.
- Research project on 'Reduced Graphene Oxide For Nano-Device in Gas Sensors'.