



ASNA V M

CONTACT

- +974 55401378
- asna7vm@gmail.com
- Doha, Qatar

EDUCATION

- 2013 - 2017
KMEA ENGINEERING COLLEGE
 - B TECH computer science and engineering
 - CGPA : 6.8
- 2011 -2013
ST MARYS HSS
 - higher secondary in science

PERSONAL INFORMATION

- Gender: Female
- DOB: 26/09/1995
- Relationship status: Married
- Nationality: Indian
- Visa status: Husband sponsorship
- Religion: Islam

PROFILE

A Confident, Sincere, Dedicated, and self- motivated individual having experience and knowledge in Admin assistant and IT support field. Aiming to utilize the best of my skills and expertise for doing challenging tasks. To secure a challenging position in a progressive organisation where I can utilize my potential, experience, and creativity to the maximum. Aiming to explore for more opportunities and capture them for a better career and overall growth by making significant contribution to the success of organization's performance

WORK EXPERIENCE

Administrative assistant

2023-2024

Moonlight Trading and contracting, Doha

- Managing and organizing office operations and procedures
- Scheduling meetings and appointments
- Handling correspondence, phone calls, and emails
- Maintaining office supplies and inventory
- Assisting with document preparation and data entry Coordinating with different departments to ensure smooth office operations
- Provide assistance to the sales team
- Resolving IT support requests from employees

IT SUPPORT

Hindustan organic chemicals ltd, Kochi

2018-2019

- SAP ECC 6.0
- Networking, LAN and WAN troubleshooting, Network Auditing , DHCP (Dynamic Host Configuration Protocol) VPN (Virtual Private Network), DNS(Domain Name system)
- Excellent knowledge in managing different types of servers and configuring FTP Server and great hand at their troubleshooting and handling hardware problems.
- Thorough knowledge of traditional as well as modern operating systems and great hand at their troubleshooting
- Exposure to the hardware components of different makes of computer systems and printers and great ability to handle hardware problems.
- Exposure in using Government e-Marketplace (GEM) Portal. E Tender creation and maintenance Company website maintenance

SKILLS

- Programming Languages:,
PHP , Java
,HTML,CSS,MYSQL, C and
C++
- Operating systems:
Windows XP/7/8/10 ,
Linux, Ubuntu
- Excellent in Ms office
- Analytical skills & Creativity

LANGUAGES

- English (Fluent)
- Malayalam (Fluent)
- Arabic (Basics)
- Hindi (Intermediate)

PROJECTS

- "ENHANCEMENT OF MULTICLOUD COMPUTING USING LOAD
BALANCING"

Provide secure data storage and round robin mechanism for performing load balancing in multicloud.

Enhanced security using AES 512 bit encryption system.

- " LIBRARY MANAGEMENT SYSTEM"

Library management system for our college library implemented in PHP.

DECLARATION

I hereby declare that all the details mentioned above are in accordance with true facts and as per the best of my knowledge and I shall be held responsible for the contents.

ASNA V MUHAMMEDALI