

# Curriculum Vitae

**Mishahira N**

**Electronics Engineer**

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## **CAREER OBJECTIVE**

Looking for an opportunity to work in creatively challenging environment and utilize my technical abilities and skills that would provide me with a hand on learning experience which keeps me abreast of advances in technology while proving to be a constructive influence in progression of the organization.

- Ability to grasp new domains, technologies within a short period.
- Adaptability to work with any tough and challenging assignment.

## **WORK EXPERIENCE**

### **BASMALA TRADING AND CONTRACTING- QATAR**

**Designation: Estimation Engineer**

**March 2018- to January 2020**

- Knowledge on various light fixtures, lamps, diffuser, housing and control gears.
- Read and evaluate architectural and electrical drawings.
- Preparing offer complying with project specifications.
- Check the specifications and quantities against the order after successful acquisition of project.
- Determine costs and sell amounts to maintain appropriate margins.
- Prepare lighting quotation equivalent products against project specifications.
- Coordinating with manufactures of lighting product.
- Collaborate with Management/Sales on all proposals.
- Provide accurate and timely pricing to customers.
- Preparing and review technical submittal, technical compliance and other supporting documentation for getting project approvals.
- Increase overall project performance.

- **Projects Handled**

- Retail Mart- Shopping complex,
- Regency group of companies.

## **ARABIAN INFOTECH - QATAR**

**Designation: Office Administrator**

**December 2016- to February 2018**

- Running day-to-day operations of the entire training programs, managing students and handling faculty members.
- Handle scheduling, record keeping and reporting.
- Experienced with ERP and monthly reconciliation of Bank.
- Prepared quotations on various training courses followed up on various orders.
- Managed and updated HR files.
- Wrote job descriptions for openings and arranged distribution through arrange of communication channels.
- Experience in handling petty cash, preparing vouchers and accounts payable.
- Organize and maintain personnel records.
- Answer employee's queries about HR-related issues.
- Preparing and amending where necessary HR documents, i.e. employment contracts and recruitment guides.
- Maintenance of the HR records and systems.
- Strong phone, email and in-person communication skills.
- Other administrative task assigned by departing head.

## **SPACEMAKER (GCC) –QATAR**

**Designation: Trainee**

**September 2016 to November 2016**

- Basic Electrical and Lighting Design, DB schedule Analysis, Checking layouts.
- Read and review lighting specifications to insure they are in sync with layout and application on drawings.
- Handled a range of administrative support and office management functions
- Answered telephones and assisted client

## **ACADEMIC QUALIFICATIONS**

- Bachelor of Technology in Electronics & Communication Engineering from University of Calicut, India with 85% Marks.

## **PROJECTS UNDERTAKEN**

**Project Name** : Wireless Automatic Breaking System Using Heartbeat Monitoring for Car Drivers

**Organization** : Keltron Component Complex Ltd. India

## **INDUSTRIAL TRAINING**

Has done industrial training program from Keltron Knowledge Centre, Calicut.

**Areas of Exposure:** Embedded System, Well Knowledge about hardware's and software's using in embedded system, the different types of processors, Atmel8051

## **KEY SKILLS**

- MS Office
- Autocad
- Tally ERP 9
- Matlab, LT spice, Microcontrollers, VHDL

## **TECHNICAL SKILLS**

- Embedded Systems (Microcontroller 8051)
- Basic programming in VHDL language and VHDL systems.
- PCB designing using Dip Trace software.
- C Language

## **STRENGTHS**

- Excellent Interpersonal and Communication skills
- Adaptability to work in a team.
- Hardworking.
- Determinate and disciplined.
- Willing to learn and adapt to new skills.

## **PERSONAL DETAILS**

DOB : 27-01-1993  
Gender : Female  
Marital  
Status : Married  
Nationality : Indian  
Language : English, Malayalam  
Visa : Husband Sponsorship

## **DECLARATION**

I do here by confirm that the information given in this form is true to do the best of my knowledge and belief.

**Mishahira N**