Hafsa Sehrish

Coordinator| Customer Service Professional| Software Engineer| Interpersonal & Soft Skill Development Trainer

To be a part of progressive organization as a member of development team that gives me an opportunity to improve my skills and knowledge and to grow along with the organization

hafsasehrish92@gmail.com

+91-8317485090

Residing   : **Mysore, India**
Place of birth: **Doha, Qatar**

linkedin.com/in/hafsa-sehrish

Skills

Technical:

C – (3/5)

C++ - (3/5)

JAVA – (3/5)

MYSQL – (4/5)

PYTHON SCRIPTING – (3/5)

HTML – (4/5)

INTERPERSONAL:

TEAM MANAGEMENT

PROBLEM SOLVING

FLEXIBILITY

CREATIVITY

ADAPTABILITY

LANGUAGES

ENGLISH ★★★★★

ARABIC ★★★★★

HINDI ★★★★★

INTERESTS

TRAVELLING

SOCIALIZING

MUSIC

WEB SURFING

WORK EXPERIENCE

Course Coordinator
Asian Study Center (IELTSMASTER.COM)
08/2020-Present
Kerala, India
Achievements/Task

- Coordinating with faculty and students and organize sessions on time
- Maintain quality and consistency of instruction in multiple-section courses
- Schedule regular meetings with faculty and students
- To follow company policy and standard operating procedures for smooth operations
- Provide resources to support teaching and learning.
- Over-look the hiring, onboarding, mentoring, and termination of employees.
- Collaborated with Leadership on recruitment strategies, development plans, performance management, and employee engagement.

Customer Service Professional
Qatar Rail
08/2018-06/2019
Doha, Qatar
Achievements/Task

- Assisting customers using Doha metro with correct and accurate information
- Reporting any faults in station and station equipment's
- To follow company policy and standard operating procedures for smooth operations of metro
- Assisting by Monitoring safety critical platform screen doors
- Responsible for handling cash and fare media.

Assistant software developer
D-Compiler
06/2017-07/2018
Mysore, India
Achievements/Task

- Analyzing customer requirements
- Creating software architecture
- Taking part in tasks estimation
- Implementation and integration of software components
- Code optimization
- Developing front end html pages

Interpersonal Skill and Soft Skill Development Trainer
10 Seconds Training Centre
2017-2019
Bangalore, India
Achievements/Task

- Providing support in improvising communication
- Conducting role-playing activities to develop interpersonal skills
- Training individuals in team building, negotiation and conflict management
- Training individuals to overcome stage fear.

CERTIFICATIONS

Robotics Process Automation in UiPath

Edureka Institute of Online Certification's

https://drive.google.com/open?id=0BwOhX K6__9YlTHQtUFllVGl6ckJyZndlYUNJWHJ ZbHdaTjhr

05/2018-06/2018
Bangalore, India

Python Scripting

Edureka Institute of Online Certification's

https://drive.google.com/open?id=1I229X 1YXTjaBfgOicfVliep1S4uu5wJF

06/2018-07/2018
Bangalore, India

PERSONAL DETAILS

Passport No   : P7327262

Nationality   : Indian

Date of Birth   : 31/08/1992

Gender   : Female

Marital Status : Married

Driving License: India

EDUCATIONAL QUALIFICATION

Bachelor of Engineering
National Institute of Engineering
2014-2018
Mysore, India
Course: Information Science and Engineering

Diploma
Vidya Vikas Institute of Polytechnic
2011-2014
Mysore, India
Course: Information Science and Engineering

PROJECT SUMMARY

❖ **B.E Main Project**: DECEPTIVE RELAY MECHANISM TO BOOST BASE STATION ANONYMITY IN WIRELESS SENSOR NETWORK.
Description: This project aims in providing security to base station using the LEACH approach using the concepts of Computer Networking.

❖ **Robotics Process Automation in UiPath - Learning Module's Project and Main Project:**
  o Developed software robots to demonstrate working of vending state machine without human intervention
    ▪ Used Ui automation and System Activities to Fetch weather Details, Text and Image Scraping from websites.
  o Fetch weather Details
    ▪ This project aims in building automated software robots to fetch weather details from web sites
    ▪ Used the concept of Ui automation and System Activities
  o Candidate's detailed automation
    ▪ Used Uipath's user events, recorder and scrapping to automate the updating of candidate's academia details
  o Candidate's detailed automation
    ▪ Used Uipath's user events, recorder and scrapping to automate the updation of candidate's academia details
  o Pdf Automtion using concept of Uipath Citrix
  o Generating Car insurance premium report using concept of Uipath programming and trouble shooting
  o Monitor and Control robots and process through Uipath orchestrator and RPA tools
  o Demonstration of working of Queues in orchestrator
  o Health insurance policy renewal reminders
    ▪ This is the main project developed using all the concepts and RPA tools to demonstrate the automation with RPA for automated policy reminders without human intervention.

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