

# RESUME

## AHILA SHARMI .E.S

Mobile: 9488050474

Email: [ahilasharmi@gmail.com](mailto:ahilasharmi@gmail.com)



### **Career Objective**

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Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential willing to work as a key player in a challenging and creative environment.

### **Work Experience**

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#### **2016 July to January 2020:**

**Department – Quality Assurance**

**CLIENT - SHARJAH ELECTRICITY AND WATER AUTHORITY**

**Work Location: United Arab Emirates, Sharjah**

#### **Key Roles:**

- Assisting the preparation of documents related to 9001:2015, 10002:2014
- Submit reports as required by management through Internal Audits
- Preparing and maintaining the documents related to Internal Audits such as checklist, Audit reports, NCR log, audit attendance sheet, etc.
- Keep track of progress based on the standard procedures and work flow by various analysis to ensure maximum efficiency
- To act as a central point of contact for training and implementation
- Ensure the orders from senior management is followed
- Monitor and maintain records of employee daily activities and employee related functions
- Use a range of office software, including email and spreadsheet to ensure the efficient running of the office
- Maintain files and records with effective filing systems
- To carry out day to day activities assigned by Head of Department

## **Educational Qualification**

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- MBA (General), MS University
- B.E (Electronics and Communication Engineering), Anna University
- Plus Two, Board of Higher Secondary Examination, Tamil Nadu
- 10 th Matriculation

## **Certification**

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- Internal Auditor Training Course ISO 9001:2015
- Internal Auditor Training Course for ISO 45001:2018

## **Computer Knowledge**

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- Microsoft Office
- Languages Known – C,C++
- Software – MATLAB

## **Strength & Skills**

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- Excellent organizational and time management skills
- Ability to learn easily and problem-solving approach
- Able to establish and maintain healthy working relationships with people in course of work
- Potentiality to learn and ability to be a part of a team
- Capable of delivering the best
- Self-confidence and hard working
- Motivating, Innovative and goal Oriented

## **Personal Details**

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Date of Birth : 29-05-1995  
Nationality : Indian  
Religion : Christian  
Marital status : Married  
Languages Known : English, Tamil, Malayalam and Hindi  
Passport No : S9783246

**Address**

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Muttatharakkala House,

Malayadi P.O

Kanyakumari District,

Tamil Nadu – 629153

Tel: 0091 9488050474

**Declaration**

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I hereby declare that the above given details are accurate to the best of my knowledge.

Yours  
sincerely

**AHILA SHARMI**