


Razikha Parveen

Virtual Assistant

 Bengaluru, Karnataka, India

 razikha02@gmail.com  9632775081

 LinkedIn

 GitHub

To join an entry-level position where I can apply my organizational, problem-solving, and communication skills while continuing to learn and grow professionally.

WORK EXPERIENCE

PESITM, Shivamogga

(July 01, 2013 - August 19, 2019)

Assistant Professor

As an Assistant Professor, I taught undergraduate and graduate courses in Electronics and Communication Engineering, focusing on both theoretical concepts and practical applications. I developed and delivered engaging lessons, created assessments, and provided mentorship to students. Additionally, I contributed to academic research and curriculum development within my department.

EDUCATION

Government Engineering College, Hassan

BE, Electronics and Communication Engineering

Reva Institute of Technology and Management, Bengaluru

M.tech, Signal Processing

SKILLS

Soft Skills:

* Excellent time management and multitasking abilities., * Professional email drafting and communication., * Strong problem-solving skills and resourcefulness., * Team player with the ability to work independently and handle diverse projects., * Customer interaction and virtual meeting management.

Administrative Skills

* Email drafting, business communications, client interfacing, and video conferencing., * Scheduling meetings, event planning, and calendar management, * Data collection, reporting, and analysis using spreadsheets.

Technical Skills:

* Proficient in Google Suite, Microsoft Office, and project management tools., * Familiar with video conferencing tools such as Zoom and Google Meet., * Good at Excel – Data analysis, reporting, and creating complex spreadsheets.

INTERESTS

Teaching

Problem solving

LANGUAGES

English Hindi Kannada

excellent

