

Curriculum Vitae

Of

Mariyam Ikrisha

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Male' (20041),

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Personal Details

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Educational background

G.C.E O'level

Qualifications

Course name	Institute	Year
Bachelor of Information Technology (Hons)	Cyryxs College (In affiliation with Help University)	2013-2016
Bachelor of Computing (Hons)	KDU University College	2011-2012
Advance Diploma Btec i Level 3 in Computing	IBS Computers(Edexcel)	2009
Diploma in Information Technology	Cyryx Computer Training Center	2006

Work Experience

Workplace	Designation	Year
National Bureau of Statistics	Senior Computer Programmer	1 month
Department of Information(Ministry of Information arts and culture)	Computer Programmer	2008 - 2011
Iskandhar School	Secretary	2004 - 2008
Election Commission	Parliamentary election 2019	1 month
Novelty Book fair	Fair work	26 th Aug - 10 th Sep 2020
Aasandha Company Pvt Ltd.	Claim Processing	9 th Dec 2019 - 9 th Jan 2020
Election Commission	LCE & WDC Election – Electoral and registration section	16 th Jan 2020 – 16 th Feb 2020

Maldives Transport and Contracting Company (MTCC)	MIS Officer	1 st March 2021 – 1 st June 2021
Ministry of Higher Education	Administrative Officer (Contract)	1 st Sep 2021 – 30 th Nov 2021
NALO (National Assessment on Learning Objectives) - Data Entry project	QAD (Quality Assurance Department) – Ministry of Education	6 th March 2022 – until completion.

Skills & Strength

- Attention to detail.
- Reliability and trustworthiness.
- Fast and accurate typing skill.
- Enthusiasm for continual learning.
- Fast and quick learner.

Workshop & Trainings

Workshop & Trainings	Institute	Year
Foundation in Project Management Professional Certificate	Google	Currently enrolled
Data Protection and Privacy for Senior Government Officials, media / Information Officers and Journalists. (Online)	Ministry of Environment, Climate Change and Technology in association with Asian and Pacific Training Center for ICT for development of the United Nations Economic and Social Commission for Asia and the Pacific.	3 days – Nov 2021
MTCC (Maldives Transport and Contracting Company) - Microsoft Dynamics 365 Fundamentals (MB-901) – Online	MTCC in association with TRAINOCATE NETWORKS INDIA PVT. LTD.	22 nd March 2021
Training workshop with a World Bank Consultant - Database cleaning and Modern way of development and storing survey data according to UN manual and recommendation	National Bureau of Statistics	3 months - 2018

Industrial Internship fulfillment for the module Industrial Internship of degree (BIT)	Civil Service Training Institute	3 months - 2017
Projects Completed		
<p>Student group Project for the module, Integrative Consultancy Project (ICP).</p> <ul style="list-style-type: none"> ■ Creating a shopping Cart for the client website (www.threatrex.asia). ■ Enabling subscribing feature and adding weibo button on the website. 		
<p>Student group Project (Project Haven- visit to precious children), to fulfill the requirements for the module Corporate Social Responsibility(CSR). http://campuslife.kdu.edu.my/2012/03/project-haven-visit-to-precious.html</p>		
<p>Student group Project, a short film for the module Creative Digital Audio Video (CBMM006).</p>		
<p>Student group Project - Virtual Animal Gallery created for the module (CGVA) using virtual reality modeling language</p>		
<p>Shopify CMS management of electronics shop - Dubai - Almurad as a freelancer</p>		
<p>Managed the work of CMS Magento website https://sharethelovely.com as a freelancer</p>		
<p>Assisted in the Contract Tracing work HOEC -2020</p>		
Awards / Recognition		
<p>Certificate of Appreciation by Iskandhar School Cadet Corps for the Administrative 2007, 2006 services rendered at Annual Cadet Camp III.</p>		
<p>Certificate of Appreciation by Iskandhar School Management on Teachers day , for the services rendered to the students and contribution given to the overall advancement of the school - 2004, 2005, 2006, 2007</p>		
<p>Certificate of recognition given by Commissioner of Election, for the work done with honesty and integrity at Bi-election - 2005</p>		
<p>Certificate of recognition as a temporary employee for the work Parliamentary Election 2019</p>		

I hereby confirm that the information given above curriculum vitae is correct to the best of my knowledge.

Mariyam Ikrisha



Links to some work experiences.

Trainings and Manuals for the Microsoft Dynamics 365

<https://drive.google.com/drive/folders/1bzSyTdSPVYX9ppYGtfaq-HV1hTJOOeQv>

Links to some work experiences online- remotely

I have done data collection and data entry and research for a few businesses online and my recent work includes finding speaking leads for a famous motivational speaker Roy Redd. www.royredd.com Recently I have completed content strategy work for him as well. and also I have done a few data collection and transcription work for an Event Manager Delores Balogun

<https://news.illinoisstate.edu/2016/10/recreation-management-alumna-plans-events-at-white-house-mentors-girls/>

Recently, I have assisted as a freelancer in a recruitment project for a German company called Payever.

https://docs.google.com/spreadsheets/d/1y6ppChwM2zWappXw5ql1-bo_SRrkvN4Cnoh9ws9JWg/edit?usp=sharing

<https://drive.google.com/file/d/15n2IG8z5hwhhR4SkuRHQkwn21D0HA5Sv/view?usp=sharing>

<https://drive.google.com/file/d/1iUzi-cHGPawrLnIUU5-xipDmwhj4yiMD/view?usp=sharing>

<https://docs.google.com/spreadsheets/d/1utwZtIJ64F4DrO30oAuxSYD8N2tjaQKHXBfn0T-iIU/edit?usp=sharing>

<https://docs.google.com/spreadsheets/d/1-RnOqASAGkYOCpGjbQWJ0JfM30U33FbOXh6oSSNQW0E/edit#gid=0>

<https://drive.google.com/drive/folders/1Gaf-MV-rRpzzrOsMMwAAN5-jVI0k38rd?usp=sharing>

I have done data entry for www.sharethelovely.com Magento CRM in products uploading and updating.

Assisted in advertising and marketing of real estate property for KB Home Buyers L.L.C.

Assisted in Achievers real Estate in marketing and advertising.