

Biji Sara Binu

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United Arab Emirates
Sharjah

Summary

Energetic and passionate college student studying Bachelors in civil engineering in Manipal Academy of Higher Education, Dubai. Looking for good internship opportunities to expand my knowledge and bring out the full potential within myself. Searching for a good platform where I can apply my knowledge and strategies to satisfy the marketing internship of your company.

Education

Sharjah Indian School

High school • Sharjah, Gubaiba

03/2020

- passed grade 10 with 95.4 %
- passed grade 12 with 93.6%

Manipal Academy of Higher education

B-Tech, Civil engineering • dubai, academic city

09/2020

- current GPA = 9.45

Personal details

Father Name : Binu Baby

Nationality : Indian

Gender : Female.

Marital Status : Single

Date of birth : 1st August 2002

Place of birth : India

Skills for this Position

- - Advanced knowledge of Microsoft Excel and PowerPoint
 - Highly organized with attention to detail
 - Collaborative, strong interpersonal, verbal and written communication skills
 - Ability to read, write & speak English.
 - Problem solver, simplify complex workflows
 - Ability to multi-task and prioritize
 - Tech-savvy and data-driven
 - Willingness to learn new tools
 - Previous experience as Digital Marketing Intern in Proxymedia

Skills

- Microsoft Office
- manual drawing
- handling pressure
- collaboration
- Communications
- data analysis
- critical thinking
- emotional intelligence
- autocad drafting
- time management
- leadership
- program organization
- hardworking
- flexibility

Certificates

- AutoCAD for design and drafting
AUTODESK/coursera
- Construction management Construction Scheduling Construction Cost Estimating and Cost Control Columbia University/coursera
- Google DATA analytics
Google/coursera
- Mathematics for machine learning
Imperial College London/coursera
- Renewable Energy and Green Building entrepreneurship
Duke University/coursera
- Material science
UCDAVIS/coursera
- Fundamentals of Project Planning and Management University of Virginia
- Foundations of Project Management Google/coursera
- Cancer prevention and Web based Activities University of Virginia/ Coursera
- Fundamentals of Stress and Strain Georgia Institute of Technology/
Coursera
- Plastic Electronics ECOLE Polytechnique

Achievements

Winner of Poetic Hearts Competition 2020

Winner of ASHRAE 2020, ENERGIOMEX

Volunteer of Online AEIT 2021

Winner of MAHE unplugged Poetry competetion

Perfect score in Engineering Graphics

Volunteer in Ajr Charity club

Member of Environment and Literary Club

Member of American society of Civil Engineers(ASCE)

Member of Institution of Civil Engineers (ICE)

Experience

Al Safa egg trading

Data Entry Clerk

05/2019 - 07/2019

Maintaining daily records

Entering account to excel sheets

Managing emails and database

Proxymedia

Digital and Social media Marketing Intern

03/2021 - Present

Open social media accounts with company’s provided email and password.
Web services and backlinks
Digital marketing

Languages

-
- english
 - tamil
 - malayalam
 - hindi

Hobbies

designing
traveling
writing
painting
learning something new
exploration
music