

## **AMITHA MAITHEEN PITCHA**

**C/o Aziz Shinde**

**P.O. Box 1626, Fujairah, United Arab Emirates**

**Tel: +971 9 2222394 (Res.) / +971 50 4702448 (Mob)**

**Email: [amitha\\_meee@yahoo.com](mailto:amitha_meee@yahoo.com), [amitha.pitcha@iat.ac.ae](mailto:amitha.pitcha@iat.ac.ae)**

---



### **Objective**

To be an integral part of a professional team where my personal skills, education and experience will be effectively utilized in a challenging position.

### **Background**

Engineering graduate with good knowledge of computer applications. Had been greatly involved in coordinating college activities for IEEE and ISTE. Closely worked with ISRO in the development of launch vehicle simulation programme. Effectively managed a mid sized LAN in Our Own English High School, Fujairah, UAE. Worked with Fujairah Islamic Scientific Academy with Fujairah Ministry of Education Approval and is presently working with Institute of Applied Technology, Fujairah as a Vocational Teacher.

### **Education**

- **Degree of Bachelor of technology under Electrical and Electronics Engineering (Professional) in December 2001 from College of Engineering, Trivandrum securing 76% (Faculty of Engineering and Technology, University of Kerala,India)**
- **Pre-Degree Course, Science + Mathematics, (Higher Secondary) in March 1997 from Mar Ivanios College, Trivandrum securing 83% (University of Kerala, India)**
- **Secondary School Leaving Certificate in March 1995 from Jyoti Nilayam Convent, Trivandrum securing 92% (Board of Public Examinations, Kerala,India)**
- **Degree of Rashtrabhasha Visharath for Hindi in 1993 from Dakshin Bharath Hindi Prachar Sabha, Chennai, India with a second class**
- **Enrolled for MBA – IT in Manipal Institute of Technology, India on July 2007**

### **Skills and Capacity**

Taught various Computer Applications and Languages at High- School level.

Taught IGCSE Mathematics at High-School level

Qualified to teach for the graduate students in any subjects of both Electrical and Electronics Engineering field. And also Mathematics.

Qualified to teach Hindi at high-school level.

## **Professional Experience**

### **Institute of Applied Technology, Fujairah, U.A.E., August 2005 – till date as Vocational Teacher.**

- Teaching Secondary-level (IGCSE) Mathematics and Computing.
- Computing Co-ordinator.
- Preparing Math and Computing Study-Materials.
- Teaching various computer applications, operating system fundamentals and graphical user interface, MS Office 2003 for senior grade (secondary level) students.
- Organizing the Computer curriculum send by the NCDU-IAT.
- Generally preparing students for ICDL qualification.
- Maintenance of computer lab.
- Actively involved in developing materials for teaching and learning of both Computing and IGCSE Mathematics

### **Fujairah Islamic Scientific Academy, Fujairah, U.A.E., March 2003 – August 2005 as Computer Teacher.**

- Supporting and maintaining the computer lab network
- Acquire, Assess, test, and install new Educational software.
- Train teachers on computer applications.
- Trained and training on new computer science curriculum in association with **TECHNO KIDS.**
- Teaching various computer applications for senior grades Arabic medium students.  
Computer and operating system fundamentals and graphical user interface.  
MS Office 97, 2000, xp & 2003

### **Our Own English High school, Fujairah, U.A.E., September 2001 – May 2002 as Senior Grade Teacher**

- Supporting and maintaining the computer lab network.
- Acquire, Assess, test, and install new Educational software
- Train teachers on new educational software.
- Teaching various computer applications and languages for classes from 6<sup>th</sup> to 10<sup>th</sup> for both CBSE and IGCSE syllabus.  
Computer and operating system fundamentals and graphical user interface.  
Ms Office 97 & 2000  
Programming in Basic and FoxPro.

## **Professional development**

- Training Programme in Teaching Methods in Computer Education/ Information Technology for young learners by Techno Kids, Dubai, UAE from May 2003 to June 2003
- Industrial Training Programme in Operation and maintenance of 66 KV substation. Exposure to different capacities of transformers and metering equipments from Kerala Electricity Board in November 1999
- Industrial Training Programme in Solar Photovoltaic Devices, Solar Thermal Devices, Energy Conservation Devices, Quality Control testing procedures from Agency for Non-Conventional Energy and Rural technology, Kerala in December 1999
- **Students Professional Awareness Campaign by Institute for Electrical and Electronics Engineering (IEEE) Kerala section during the years 1998, 1999, 2000 in various developments and career openings in IT industries**

## **Computer Skills**

DOS, Windows 95, 98 & Me, Windows NT 4 Windows 2000 & Windows xp.  
MS Office 97 / 2000/xp/2003, IE, Netscape, Outlook Express and MS Outlook  
Norton Antivirus, MacAfee, Nero Burning ROM  
BASIC, Pascal, FORTRAN, Visual Basic, FoxPro.

**Holder of International Computer Driving License (ICDL).**

**Holder of IC3 Certification**

**Preparing for A+ Certification on Computer Hardware and Operating System.**

## **Project Work**

Digital Autopilot design and simulation of a launch vehicle from Vikram Sarabhai Space Centre, Trivandrum

- Designing and modeling of the autopilot with the slosh and rigid body dynamics.
- The system is simulated using MATLAB simulink and CC Package and the required specifications are met.

## **Seminar Presented**

Analysed various methods of Medical Imaging and then the concept of Telemedicine, its advantages and its implementation of electronic mail facility by which test parameters can be transferred to doctor's computer by making use of internet.

## **Personal**

**Date of Birth** : 25<sup>th</sup> February 1980.  
**Nationality** : Indian  
**Religion** : Muslim  
**Marital Status** : Married  
**Passport** : B 2714610  
**Visa Status** : **On Resident Visa**  
**Vehicle License** : Holder of both Indian and UAE driving license

Hardworking and result oriented. An Enthusiastic self motivated individual who could effectively placed in a team or independently, well in organizational skills and could work under pressure. Good communication skills, strong interpersonal and public relation skills, creative and presentable. Efficient and speed of service.

Hobbies include Internet, reciting poems, cooking, interior design. Interested in day to day technology development

Won several prizes for Art and literary items at School and College level. Also was the school topper for Secondary Examination.

## **Languages known**

**English, Hindi, Malayalam** can speak, read and write fluently  
**Arabic** can read and write  
**Tamil** can speak and understand