



Thanveer Sha

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CORE QUALIFICATION

- Computer software and programming.
- Strong ability to multitask, organized, disciplined and detail oriented.
- Knowledge in handling inbound and outbound calls

TECHNICAL SKILLS

- MS Office
- Web development
- JavaScript
- Visual Studio
- figma

CAREER OBJECTIVE

Through constant learning, widen the horizon of my knowledge and achieve the best of my abilities to develop my own acumen and sharpen my skills and utilize the same to the advantage of the organization and its surroundings. I am seeking a role in a dynamic organization to contribute accrued expertise in charting a mutual growth path.

EDUCATION HISTORY

**Bachelor of
Computer Science** 2013 - 2017
Anna University, Tamilnadu

Higher Secondary 2011 - 2013
GHSS Karimba - Kerala State Higher secondary board

High school - SSLC 2010 - 2011
CRHSS velimukku - Kerala State

WORK EXPERIENCE

GUEST RELATION EXECUTIVE Jan 2021 - Dec 2021
Tamouh Healthcare
📍 Abu Dhabi, UAE

ADMINISTRATIVE ASSISTANT jan 2019 - Aug 2020
Newton Classes coaching
center
📍 Kerala, INDIA

PERSONALITY TRAITS

- Good communicator
- Team player
- Leadership
- Quick Learner
- Hardworking& positive attitude

PERSONAL PROFILE

- Gender : Male
- Marital status : Married
- Nationality : Indian
- Visa status : Visit Visa

LANGUAGES KNOWN

- English
- Malayalam
- Hindi
- Tamil
- Arabic (Read & Write)

RESPONSIBILITIES

TAMOUE HEALTHCARE

- Patient registration and booking appointments.
- Providing Support for AI Hosn application Issues.
- Receiving, Checking, and answering emails and calls.
- Documenting daily call reports.
- Providing training to the newly recruited staff.
- Taking care of patients well by giving them excellent and quick services.
- Preparing daily performance reports.
- VIP& VVIP Vaccination registration.
- Providing Whatsapp customer support.
- Worked in Estijabah covid 19 team.

NEWTON CLASSES COACHING CENTER

- Providing details about the classes, fee structure, and available teachers to the students
- Scheduling class timing.
- Managing online classes.
- Conducting Online Exams through Google Forms.
- Sending recorded classes to students through google drive.
- Collection and management of payments.
- Creating weekly performance reports of each student.

DECLARATION

I hereby declare that the information furnished above is true.