



ALIYA AZAM SYED

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CAREER OBJECTIVE:

Fresh and enthusiastic individual looking work with sincerity and dedication to the best of my ability with the objective of contributing to attain maximum level of satisfaction through utilization of dynamic personality and contributing to the success of the organization.

PROFESSIONAL WORK EXPERIENCE:

Dec '2016 – Dec'2018

Customer Data Management Associate, Etisalat UAE.

Sharjah, UAE

Responsibilities:

- Maintaining the records, list of customers and Employees.
- Inputting customer and account data from source documents within time limits.
- Compiling, verifying accuracy and sorting information to prepare source data.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.
- Apply data program techniques and procedures.
- Respond to queries for information and access relevant files
- Comply with data integrity and security policies

Mar'2014 – Jan'2016

Operational Manager, Foodism

Mumbai, India

Responsibilities:

- To liaise with the delivery team to ensure hassle free delivery at customer point.
- To handle incoming and outgoing cheques, cash payments etc.
- To provide prompt solution to customer grievance.

- To handle petty cash and provide report at month end.
- Ensuring smooth functioning of the office in the absence of M.D
- Management of resources priorly so that work is not delayed.
- Creating a positive culture where work can get done efficiently.
- To resolve customers disputes or disagreements.

EDUCATIONAL ATTAINMENT:

- Post Graduate Diploma in Health Care from Welingkar College, 2018
- Bachelor of Science (Chemistry) from Sophia College (Mumbai University)/2015

SKILLS:

- Well versed with Computer Programs Installation & Configuration of MS Windows 98/2000/XP,
- MS Office 2010 Efficient Proficiency in -Word, Excel, & Power Point.
- Efficient in working on Co-operate Applications like CBCM, EDMS, CIM and ATG.

PERSONAL TRAITS:

- Highly organized & dedicated to work with a positive attitude.
- Ability to handle multiple tasks under pressure with consistency.
- Good communicator; demonstrated ability to communicate with people from a variety of cultures.
- Responsible, friendly, realistic and dependent.
- Fast learner and able to work in a team environment.
- Cheerful disposition with a friendly attitude.
- Highly Enthusiastic and Accountable to complete any task given.
- Excellent communication skills in written and verbal both.
- Willingness to learn new concepts and ideas involving new technologies with an abilities to adopt quickly and effectively.
- Ability to handle a team for a good function

PERSONAL DETAILS:

- Languages: English, Hindi, Urdu, Marathi
- Date of Birth: 2nd August, 1994
- Passport No: N86556655
- Nationality: Indian
- Marital Status: Married
- Visa Status: Visit

