



CONTACT



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PERSONAL DETAILS

DATE OF BIRTH

10-06-1999

NATIONALITY

INDIAN

LANGUAGES KNOWN

ENGLISH, HINDI, TAMIL, MALAYALAM

UAE DRIVING LICENSE

YES

VISA TYPE

RESIDENCE

COMPUTER PROFICIENCY

MS OFFICE

WORD, EXCEL , POWER POINT

NARGEES NAZER

ADMINISTRATOR

PROFILE

A HIGHLY ENTHUSIASTIC SELF-DRIVEN INDIVIDUAL WITH A DEMONSTRATED RECORD OF SUCCESSFUL EXPERIENCE IN CUSTOMER SERVICE WITH RECOGNIZED STRENGTHS IN ACCOUNT MAINTENANCE, PROBLEM -SOLVING AND TROUBLE -SHOOTING..

RESULT ORIENTED AND DEDICATED TEAM PLAYER, WHO POSSESS EXCELLENT MANAGEMENT, COMMUNICATION, INTERPERSONAL, ANALYTICAL, CORRESPONDENCE, PROBLEM SOLVING, DEVELOPMENT, CLIENT CONVINCING, STAFF SUPERVISION, ORGANIZATIONAL AND COMPUTED SKILLS.

EDUCATION

2020 ○ **GRADUATE IN BACHELOR OF COMMERCE**
VICTORIA COLLEGE, AJMAN, UAE

2017 ○ **HIGHER SECONDARY**
GULF MODEL SCHOOL , DUBAI, UAE

2015 ○ **HIGH SCHOOL**
GULF MODEL SCHOOL , DUBAI, UAE

EXPERIENCE

SEP 2020 - DEC 2020

MEDIQ HEALTHCARE

○ DATA ENCODER

- SWAB REGISTRATION - TAKING OUT SAMPLE AND EXAMINING THEM.
- ACCURATELY AND EFFICIENTLY ENCODE ALL DATA THAT NEEDS ORGANIZING AND RECORDING.
- CONFIRM THAT ENTERED DATA ACCURATELY ALIGNS WITH ORIGINAL DOCUMENTATION.
- ORGANIZE AND MAINTAIN ORIGINAL PAPER EVIDENCE.
- *ASSURE FILES ARE PROPERLY PREPARED AND SAVED TO BACKUP DRIVES.
- * ASSIST THE CUSTOMER AND GUIDE THEM THROUGH PROCESS.

AMER SERVICE

2018-2020 ○ RECEPTIONIST & PRO

- WELCOMES VISITORS BY GREETING THEM, IN PERSON OR ON THE TELEPHONE; ANSWERING OR REFERRING INQUIRIES.
- DIRECTS VISITORS BY MAINTAINING EMPLOYEE AND DEPARTMENT DIRECTORIES; GIVING INSTRUCTIONS.
- MAINTAINS SAFE AND CLEAN RECEPTION AREA BY COMPLYING WITH PROCEDURES, RULES, AND REGULATIONS.
- MAINTAINS CONTINUITY AMONG WORK TEAMS BY DOCUMENTING AND COMMUNICATING ACTIONS, IRREGULARITIES, AND CONTINUING NEEDS.
- CONTRIBUTES TO TEAM EFFORT BY ACCOMPLISHING RELATED RESULTS AS NEEDED.
- RESPONSIBLE FOR COORDINATING AND LIAISING BETWEEN THE COMPANY AND GOVERNMENT. ORGANISATIONS / AUTHORITIES AND PROVIDE A KEY INTER-FACE BETWEEN THE TWO.
- PROVIDE QUICK, EFFICIENT AND RELIABLE SERVICES FOR ALL GOVERNMENT RELATED JOBS SUCH AS EMPLOYMENT PERMITS, ENTRY VISAS, MEDICAL EXAMINATIONS, MISCELLANEOUS JOBS RELATED TO IMMIGRATION, MINISTRY OF LABOR & CONSULATES, AND BUSINESS LICENCES TO THE COMPANY.
- RESPOND EFFECTIVELY TO THE DEMANDS OF THE BUSINESSES, EMPLOYEES AND THEIR FAMILIES TO ASSIST THEM ON ALL GOVERNMENT RELATED SERVICES.

2016-2018 ○ **PART TIME / PROMOTION**

- ASST.ADMINISTRATOR AT SIRIUS ADVERTISING LTD (2017).
- CASHIER FOR GITEX TECHNOLOGY AT WORLD TRADE CENTRE (2018).
- CASHIER FOR GULF FOOD AT WORLD TRADE CENTRE (2018).
- CASHIER FOR MOTOR SHOW TECHNOLOGY AT WORLD TRADE CENTRE (2017).
- ACADEMIC COUNSELOR / TELE MARKETER AT VICTORIA COLLEGE (2017).
- PROMOTER/ EVENT CO-ORDINATOR FOR SHACUBE EVENTS (2016).