



AMINA SANA M

PROFESSIONAL SUMMARY

I am a highly organized and hard-working individual with 2+ years of experience in **multi-job such as Data encoding, customer service, office administration and interior designing**. Currently seeking for a challenging position in a reputable organization to expand my learning, knowledge, and skills.

EDUCATION

2021-present

Bachelor of Business Administration

Bharathiar University, India

2019

Diploma in Architectural CADD Express

CADD Centre, Calicut, Kerala, India

2015-2018

Diploma in Civil Engineering

HHM JDT Islam polytechnic, Calicut, Kerala, India

2013-2015

Higher Secondary Education, Science

MCC GHSS, Calicut, Kerala, India

2013

SSLC

SAVIO HSS, Calicut, Kerala, India

WORK EXPERIENCE

Data Encoder cum Customer Service [2021-2022]

Pure Health at Abu Dhabi International Airport, Abu Dhabi, UAE

- Accurately and efficiently encode all the data of passengers arriving at Airport and register for PCR using the software by PURE HEALTH
- Implemented a time saving procedure which increased passenger satisfaction by reducing the procedure time at PCR registration
- Communicate with passenger who has any doubts regarding the further procedure corresponding to updated protocol and quarantine rules in order to get rid of government fine
- Checking the passport, Visa paper and Vaccination details. And update the system accurately.

Abu Dhabi, UAE

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LANGUAGE

English ●●●●●

Hindi ●●●●

Malayalam ●●●●●

Tamil ●●●

Arabic ●●

COMPUTER SKILLS

MS Office ●●●●●

Auto CAD ●●●●

3DS Max ●●●●

Revit Architecture ●●●●

ADDITIONAL DATA

Nationality Indian

Date of Birth 05-12-1997

Religion Islam

Passport No T8043350

Visa status Visit Visa

ADDITIONAL SKILLS

- Communication
- Active listening
- Time management
- Customer service
- Problem solving

- **Interior Designer cum Office Administrator_____ [2020-2021]**
Blossom Art Contracting & Decor, Abu Dhabi, UAE
 - Held multiple roles such as Designer, Administrator & HR assistant.
 - Communicating with clients to understand their style, wants and budget
 - Developing a design plan, blue print and budget estimate
 - Utilizes different computer applications for initial & final designs as per the client's tastes.
 - Manage emails, letters, packages, phone calls and other forms of correspond
 - Monitored, Documented and prepared monthly expense and performance status reports
 - Maintain employee records (soft and hard copies)
 - Assist in payroll preparation by providing relevant data, like absences, bonus and leaves of employee.
- **Draftsman cum Overseer_____ [2019]**
Regional town planning office, Calicut, Kerala, India
- **Draftsman_____ [2019]**
Karma Interior designers & contractors, Calicut, Kerala, India
- **Draftsman cum 3D Visualiser_____ [2018]**
Habicus Builders, Calicut, Kerala, India

REFERENCE

- Neeraj Nizarudheen - +971 502016334
Manager of Blossom Art Contracting & Decor
Abu Dhabi, UAE