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## Nazakat Siddique

### PROFILE

#### AT A GLANCE:

- i. Excelled at interfacing with others at all levels to ensure organization goals are attained. Ensured customers satisfied with every part of flooring experience, from initial greetings.
- ii. Consistently improve customer satisfaction through expert resolution of conflict, issues and concern.
- iii. Highly qualified & experienced in computer software knowledge, Internet applications, data privacy, Well known about MS Excel & word, capturing and recording important data. Sorting and filtering data in excel.
- iv. To Groom My technical, managerial and interpersonal abilities by working in a professional and challenging environment that realize my complete potential
- v. Proven ability to maintain Good Performance under pressure.

### EXPERIENCE CHRONOLOGY

#### AMZON DXB3 (online shipping company) From March 2019 – October 2021

##### Warehouse Associate

- Working as a warehouse assistant, outbound picking, packing, wrangling. Quarterly reports for Senior Management perusal and act as the focal point in preparing year-end.
- Worked with customers to pack items according to specific desires and requirements.
- Trained new warehouse employees on safety procedures and provided updated safety manuals for review purposes.
- Coordinated efficient organization, palletizing and transportation
- Reconcile supplier's statement with our ledger books and make payments accordingly.

#### SOUQ.COM LOGISTIC COMPANY From April 2018 – March 2019

##### Warehouse Assistant As a sales assistant

- Maintains the product in right place, receiving the product from the vendor and update in to system, inbound & outbound work. Picking, packing, And working as a team
- R Reviewed printed tickets or digital orders to get item numbers and merchandise locations.
- M Added packed boxes to conveyor belts for movement to shipping stations.
- Maintaining invoice records
- Maintaining visitor's details
- Handling office in Managers' absence and working with the minimum supervision.

#### A AI NAQA MOBILES PHONE & ELECTRONICS From August 2015- June 2018

##### As a customer service representative

- As a customer representative Dealing with customer enquiries face to face, over the phone or via email, and support the sales team.
- Collecting the bio data of customers for the business purposes.
- Good relations with our customers and making contact with people for the business purposes.
- Persuades speaking skills, adaptability, taking responsibility.
- Arrange customer order, dealing nicely with client.
- Always make sure the customer satisfaction.
- Making invoices & handling the company documents.

#### MUHAMMAD AWASIS COMPUTER & TEC 2014 to 2015

## LAPTOP REPAIRING

### Hardware & Software Technichine

- I Assessed operating conditions and adjusted settings to maximize performance and equipment longevity.
- Upgrade the system by installing Hard & Ram .
- Updating the software , programing
- Workmen compensation for the employees of a company.

## HAYAT PALACE HOTEL From Jan 2013 - April 2013

### Hospitality & Attendance

#### **JOB DESCRIPTION:**

- Worked as room attendant, Check all the room and make sure everything is neat and clean . And maintain the productivity.
- Taking orders from the customers and brief them well with our hotel services, and take feedback from the customer to improve our mistakes  
Worked with upper management to complete complex projects on tight budgets within specific timelines.
- H.O Correspondence
- Actively participate in all product training sessions.

## ACADEMIC RECORD

### Academic Qualification

<b>Matriculation I.CO</b>	B I S E (Mirpur A.K)	2007
<b>Inter (Economics)</b>	F B I S E (Mirpur U)	2009
<b>B. A (Arts)</b>	Punjab university	2012

## PROFESSIONAL SKILLS

### Professional Qualification

<b>DIMT (Diploma in Multimedia Technologies)</b>	Skill Development Council	2006
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### • **COMPUTER SKILLS**

- Diploma in Multimedia Technologies (DIMT)
- MS- Office
  - Web Browsing

## PERSONAL PROFILE

Name	Nazakat Siddique
Date of Birth	10 <sup>th</sup> Dec 1990
Marital Status	Single
Religion	Islam
Visa Status	Employment Visa (2 Years)
Location	Deira Dubai, Alrigga Street U.A. E

Thanks & Regars