

King faisal street
Sharjah,UAE
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E-mail. Saiyedqurratulain9@gmail.com



Qurratulain Saiyed

SKILLS

A highly motivated and friendly personality, looking for a responsible position to gain practical experience using my interpersonal skills to achieve goals of the company to focus on customer satisfaction and customer experience.

EXPERIENCE

Organization: Geedi Food Industry FZE,

Location: Sharjah, UAE

Designation: Secretary cum customer service

Duration: 1 Year till date

- Greet visitors and direct them to the appropriate department.
- Respond to queries in person, via telephone or email.
- Develop and implement Office procedure.
- Maintain general company record systems to uphold accurate files.
- Compose letters, memos and emails.
- Screen documents, book meeting rooms, set up conference calls and take messages.

Organization: Al Bahr Al Arabi Group of Companies.

Location: Sharjah, UAE

Designation: Receptionist

Duration: 1 year

- Answering/Transferring incoming and outgoing calls.
- Ensure the Reception area and the meeting room is tidy and presentable.
- Accepting all the invoices coming from the courier and giving to the Accounts Department.
- Making all of the local purchase orders.
- Monitoring the Purchase report/Delivery note to update GM.
- Sending E-mail to the Supplier as per request.
- Computing & Checking all the Delivery note and Tax Invoice before submit it to the accounts department every end of the month.

Organization: Vcs Events And Entertainment PVT (India)

Location: Vadodara, Gujarat

Designation: Public Relations Manager

Duration: March 2016 - March 2019

- Handel events related inquiries from prospective customers.
- Ensured that income target and budgets for the event units are met.
- Worked closely with sponsorship & Promotions manager to develop sponsorship proposal.
- Manage volunteers and temporary staff effectively. Ensured that event assistants are properly briefed about the objectives, tasks and roles.
- Ensured appropriate booking and arrangement were made in relation to confirmed events and projects.
- Ensured that events are properly staffed.
- Manage recruitment of external staff for events.
- Attending meetings with clients along with heads of business development and marketing.
- Ensured that all extra costs are invoiced to clients in a timely manner.

EDUCATION

Maharaja Sayajirao University Of Baroda

Degree: Bachelor of Commerce.

Location: Vadodara, Gujarat

Graduated in 2018

LANGUAGES KNOWN: Fluent in English, Hindi, and Gujarati.

PERSONAL DETAILS:

Nationality: Indian.

Date of Birth: 19 December 1995.

Age: 25 Year's

Height: 156 cms

Weight: 54

Marital status: Single

Passport No. (IND) T2822889

Exp: 14/02/2029

Visa Status: Employment

ADDRESS OF UAE:

King Faisal Street, Al
Qasmiya, Sharjah UAE.

ADDRESS OF INDIA:

14, Anurag Apartment, Krishna Nagar, Nr. Navjivan, Ajwa
road, Vadodara, Gujarati, India

HOBBIES:

Makeup Enthusiast, Shopping, Singing, Traveling.

Sincerely,

Qurratulain Saiyed