

# Sardar Hussain Syed

Dubai

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Experienced office management and administration professional with over 1.5 years of experience optimizing productivity, efficiency, and service quality across various environments. Highly dependable, ethical and reliable support specialist and leader that blends advanced organizational, technical and business acumen. Works effectively with cross-functional teams in ensuring operational and service excellence.

Willing to relocate: Anywhere

## Work Experience

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### **Sales Administrator in a Business Development Firm**

Ambition - The Complete Business School

January 2019 to July 2020

#### Duties

- Served students by selling package courses (Short term & Long Term) meeting student's needs.
- Established efficient workflow processes, monitored daily productivity and implemented modifications to improve overall effectiveness of personnel and activities.
- Monitored competition by gathering current marketplace information on pricing, services, new services, delivery schedules, and merchandising techniques.
- Recommended changes in service and policy by evaluating results and competitive developments.
- Resolved Students/Staff complaints by investigating problems, developing solutions, preparing reports, and making recommendations to management.
- Maintained professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Provided database management for all administrations and students including audits and diploma certificates.
- Handled support and/conflict resolution regarding sensitive student matters and/or faculty member.

## Education

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### **Bachelor of Commerce in Computers**

Osmania University - Hyderabad, Telangana

2019

## Additional Information

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#### Skills

- Documentation and control

- Team leadership
- Strategic planning
- Organizational skills and ability to manage deadlines
- Methodical approach and problem-solving skills
- Policy and procedure modification
- Training and Development
- Project management
- Performance improvement