



# Syedha Fayaza

Admin Assistant/Receptionist

## Profile

Hardworking and experienced Receptionist with One year of experience serving as a supportive and integral employee in high volume client settings. Experienced in creating schedules, making appointments, and providing clients with optimal customer service and ability to manage front desk settings with poise and grace,, and assist them as a dedicated and passionate Receptionist.

## Employment History

### ADMIN ASSISTANT at Ocean Mineral water LLC, UAE

January 2021 — Present

- Greeted clients and provided them with information and superior service.
- Handled calls, collected personal information, and managed schedules.
- Managed the office database, mail, payroll distribution, and the physical setting of the front office.
- Communicated effectively with company managers to understand the training and development needs of teams.
- Exhibited excellent interpersonal communication skills.

### RECEPTIONIST at Al burj building Contracting, UAE

October 2019 — January 2020

- Organized and prioritized work to complete assignments in a timely, efficient manner.
- Functioned with flexibility and agility.
- Consistently communicated in a lucid and effective manner.
- Brought forth excellent time management and multitasking skills.
- Worked well independently and on a team to solve problems

## Education

### BSC(Computer Sceince), Alagappa University, India

June 2013 — May 2016

### MSC(CS&IT), Alagappa University, UAE

August 2017 — April 2019

## References

### Shami, Manager from Ocean Mineral Water

[oceanwater2018@gmail.com](mailto:oceanwater2018@gmail.com) · +971508652968

## Courses

### Tally ERP 9, CSE Education, India

August 2020 — November 2020

## Details

Sidroh ,RAK,UAE.

+971552948757

[syedhafayaza1994@gmail.com](mailto:syedhafayaza1994@gmail.com)

**visa status-** Family Visa  
Processing

Date / Place of birth

29/05/1994

Trichy, Tamil Nadu, India

Nationality

Indian

Driving license

No

## Skills

Java Programming

SQL

C#

HTML

vb.net

PHP

MS WORD

MS EXCEL

Tally ERP 9

## Languages

English

Hindi

Urdu

Malayalam