

## **Safiya Abbas Jhadol**

### **Human Resource / Tele Sales Executive**

**Contact - +971-52 1796496/ +971-58 5282052 Email – [safiyajhadol@gmail.com](mailto:safiyajhadol@gmail.com)**

#### **Profile –**

Human Resource and Tele Sales professional having experience in performing administrative tasks and services to support effective and efficient operations of the organization's human resource and Sales department.

#### **Work Experience –**

- ✓ Selling a range of financial products and services for both new and existing clients.
- ✓ Convey the clear technical information and company profile to the clients.
- ✓ Review, record and maintain the files, records, and documentation.
- ✓ Prepare the Letters, Memos, Canva using the MS word and forward to the correspondence by email.
- ✓ Performing administrative duties.
- ✓ Follow up for every quotation sent to the client and initiate the sale lead.
- ✓ Conduct and assist the new hiring process over internet.

#### **Modern Printing and Support PVT LTD**

**Human Resource Assistant**

**Rajasthan, India**

**June 2019 – July 2020**

#### **Future Metro Control System LLC**

**Human Resource Assistant**

**Dubai, UAE**

**Dec 2020 – July 2022**

#### **Fourth Venture Call Center Services LLC**

**Tele Sales Executive**

**Dubai, UAE**

**February 2023 – Present**

#### **Academic Qualification –**

- ✓ Masters in Commerce **Grade A** at **MLSU University, Udaipur, India** in May 2019.
- ✓ Bachelor in Commerce **Grade A** at **MLSU University, Udaipur, India** in May 2017.

#### **SKILLS –**

- ✓ Documentation Control
- ✓ MS Office
- ✓ Tele Sales Executive
- ✓ Computer Skills
- ✓ Database Management
- ✓ Time Management

**PERSONAL DETAILS –**

- ✓ Sex: Female
- ✓ Language: English, Hindi, Gujarati
- ✓ Nationality: India
- ✓ **Visa status: Husband Sponsored Visa – Dubai**
- ✓ **Visa Validity: till August 2024**