

FATEMA B. SINGAPORE

Nahda 2, Sharjah · +971-58 59 53 786

Email · fatemak158@gmail.com.

VISA: Husband Sponsored.

Seeking an entry-level opportunity with an esteemed organization where I can utilize my skills and enhance learning in the field of work. Capable of mastering new technologies.

PROFESSIONAL EXPERIENCE

AL KOFA COMPUTER TRADING LLC.

SALES COORDINATOR, JANUARY 2022 – PRESENT.

Responsible for supporting the company Sale Team and ensuring that they have the tools, support and resources needed to set them apart from the competition. Managing all the sales related activity.

- Responding to sales queries via phone and e-mail.
- Writing up accurate correct sales corresponding.
- Tracking sales orders to ensure that they are sent out.
- Effectively communicating with new customers.
- Ordering and ensuring the delivery of goods.
- Making follow-up calls to confirm sales order.
- Completing all sales related administrative needs.

UNIVERSAL ELECTRONICS.

OFFICE ADMINISTRATOR, JANUARY 2018 – DECMEBER 2021

- Prepare and processed all payroll and benefits functions for 15+ employees while solving any related issues and discrepancies.
- Administer and maintain daily front office operations, including greeting clients, responding to phone calls, and performing billing tasks with 100% accuracy.
- Slashed cost of office supplies by 15% through negotiating prices with suppliers and maintaining appropriate stock to avoid shortages.
- Developing and implemented a well-organized filing system and introduce effective scheduling techniques, which increased productivity.
- Control all office expenses and costs, including travel, expenses and housing.

EDUCATION

MOUNT CARMEL CONVENT HIGH SCHOOL (PUNE).

SSC, JULY 2015.

- 1ST DIVISION.

DISHA COMPUTERS INSTITUTE EXPERT IN COMPUTER TRAINING (PUNE).

TALLY COURSE, FEBUARARY 2019.

- CERTIFICATE COURSE IN FINANCIAL ACCOUNTING.
- TALLY ACCOUNTING (100) AND G.S.T. (80)

DISHA COMPUTERS INSTITUTE EXPERT IN COMPUTER TRAINING (PUNE).

MS OFFICE, MARCH 2019.

- Certificate Course in MS Office.
- MS Word (90), MS Excel (100) and MS Power Point (95).

SKILLS

- HAND MADE BEAUTY PRODUCTS
- SOAP MAKING
- BOUQUET MAKING
- PERFUME MAKING
- CAKE MAKING

HOBBIE AND INTERESTS

- Social Network.
- Social Worker.
- Travelling.
- Home Science.

REFERENCES

- Burhanuddin Sinagporewala: +971-556813639
- Yusuf Gulbaden : +971-555891867

DATE: 23/02/2022