






FOUZIA SYEAD

CONTACT

-  Dubai, United Arab Emirates
-  +971 563266607
-  fouzia_syead@yahoo.com

PERSONAL DOSSIER

- **Nationality:** Indian
- **Languages:** English, Hindi & Kannada
- **Visa Status:** Spouse Visa

SKILLS

- **Office administration**
- Reception management
- **Database organization**
- **Excellent telephone and email etiquette**
- **Record-keeping and bookkeeping**
- Report analysis
- **Operational processes**
- Customer-service orientated
- **HR functions**
- **Office supply management**
- Strong communication
- Organized and **punctual**

PROFESSIONAL QUALIFICATION

- **Completed Diploma Program in Computer Applications, MS Office.**

PROFESSIONAL SUMMARY

Highly Accomplished Admin cum Receptionist with remarkable experience of 2.5 years in exceptional **Office administration, Reception** and **Operations management** services. Diligent professional with expertise in **operational coordination**, planning and support. Background working with **confidential information**, strict processes and ambitious **targets**. Thrives under pressure in **high tempo environment** to meet **tight deadlines**.

WORK HISTORY

Admin Assistant & Receptionist (45 Days)
Cabot Performance Products FZE - Dubai, U.A.E

- Displayed **strong customer service skills** with professional telephone manner to resolve customer enquiries.
- Solved administrative and customer service issues with **knowledgeable assistance and friendly support**.
- Streamlined operations by organizing files and documents to **implement improved workflow and organization**.
- **Verified documents and associated records** to catch and resolve discrepancies.

Receptionist (3 Months - Year 2019)
Root IT Technology Solutions - Dubai, U.A.E

- **Answered and helped resolve enquiries** from clients, vendors and general public.
- Collected and **distributed incoming mail**, employing strict confidentiality throughout.
- Managed office calendar, **set new appointments** and assisted with arrangements.
- **Kept reception area clean and organized** to uphold professional office reputation.

Admin/Receptionist & Operations Field 08/2014 - 09/2016
Alpha Printing Press - Dubai, U.A.E

- **Tracked daily activities** and important metrics with spreadsheets.
- Provided **clerical support to company employees**, including copying, faxing and file management.
- Monitored production, **identifying operational inefficiencies** and bottlenecks.
- **Measured efficiency of internal processes** and recommended ways to improve.

EDUCATION

Bachelor of Business Management, 2013
Sri Devi Institute of Technology (Mangalore Univ.) - Karnataka, India