

SIMIN SAYED JAVED

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PERSONAL DETAILS

Date of Birth : 11/09/1996
Marital Status : Married
Nationality : Indian
Religion : Muslim
Visa Status : Visit Visa
Visa Validity : From : 4th April 2023, Till : 2 June 2023.

OBJECTIVE

To make niche for myself in the corporate world by working in the progressive organization and utilize my capabilities in the best possible way to achieve organizational and personal goals. Wishing to pursue my interest in the ever-changing world, by seeking a good career and getting the opportunity to develop my skills and knowledge.

EDUCATION

Feb 2014	Anjuman-I-Islam HSC
Mar 2017	Maharashtra Paramedical Institute DMLT (Diploma In Medical Laboratory Technology)
April 2022	All India Institute Of Local Self Government (Mumbai) BSc.MLT (Bachelor Of Science In Medical Laboratory Technology)

EXPERIENCE

March 2022 - Dec 2022	DR. RN COOPER MUNICIPAL GENERAL HOSPITAL LAB TECHNICIAN / RECEPTIONIST Responsibilities: <ul style="list-style-type: none">• Attending Patients.• Collecting, Receiving and Labelling samples.• Update, Maintain, and handling Patient Report's.• Ensure that stock levels are adequate and orders are made timeously.• Data Entry.• Stock checking.• Testing samples. Also got intern as Laboratory Technician in same Hospital from Aug 2021 - Feb 2022. Responsibilities: <ul style="list-style-type: none">• Collecting, Receiving and Labelling samples.• Observing different departments in lab.• Testing samples under the guidance of Lab Technologist.
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**March
2017 -
June
2018**

Sales Executive

FOREST ESSENTIALS

- Greetings and welcoming all the potential and existing customers to the store.
- Matching the customers needs to the right product.
- Feedback to our buyer team weekly.
- Build a friendly and trustworthy relationships with our regular customers.
- As well as working with our company data base i merge my personal customers,
- Data base that includes high spending customers to be contacted when new stock.

**March
2014 -
June
2015**

Sales Executive

THINK PINK BOUTIQUE

- Reach my monthly target.
- Assist customers with greetings and providing all their needs.
- Sending VIP client the new collection and the private sale.
- Positively approach clients and make them regular. Provide our customers about our new brands.
- Inviting customers for our special yearly event.
- Using different sales techniques.
- Providing the training for the new team.
- Supervise sales transactions with other staff to assist the close of the sale.

SKILLS

Excellent communication skills.

Excellent command on MS Office, MS Windows.

Lab Technician.

Lab Assistant.

Receptionist.

INTERESTS / HOBBIES

Interacting with new people.

Social Networking.

Movie's, Music.

Cooking