

CURRICULUM VITAE

Najma Khanum

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Career Objective :

I am eager to work hard and be determined in a growth-oriented, mutually beneficial partnership to make my talent a reality. I look for a role where my skills and experience may be enhanced and shared.

Skills:

Effective Communication, Reliability, Patience, and Attention to Detail Excellent Hearer, Team management, problem-solving ability, self-control, customer service, planning, bookkeeping, recordkeeping, technological proficiency, interpersonal proficiency, organizational proficiency, and leadership ability Ability to answer phones, use Microsoft Word and Excel, type slower, and manage social media.

Experience:

Office Administrator cum Social media marketing

(Jan 2023 to Oct 2023)

Cubikor Information Technologies – Hyderabad, India

- Providing Administrative Support to Team Members, Assisting with Budget Management Drafting Correspondence and Reports, Coordinating Travel Arrangements, Maintaining Databases and Records
- Build and execute social media strategy through competitive research, platform determination, benchmarking, messaging, and audience identification.
- Generate, edit, publish, and share daily content (original text, images, video, or HTML) that builds meaningful connections and encourages community members to act.
- Set up and optimize company pages within each platform to increase the visibility of company's social content.
- Create editorial calendars and syndication schedules.

Office Administrator cum Social media marketing

(Nov 2020 to Oct 2022)

Zamanis Exports – Hyderabad, India.

- Supports company operations by maintaining office systems and supervising staff.
- Completes operational requirements by scheduling and assigning employees and following up on work results.
- Keeps management informed by reviewing and analyzing special reports, summarizing information, and identifying trends.
- Maintains office staff by recruiting, selecting, orienting, and training employees.
- Maintains office staff job results by coaching, counseling, and disciplining employees, and planning, monitoring, and appraising job results.
- Social Management Skills and the Internet Surfing Online Mobile App Handling and Other Digital Media and Social Media Platforms to Promote Products and Services and Deal with Dealers.

Receptionist cum Customer Service

(Mar 2017 to APR 2019)

Deccan World Travels – Hyderabad, India.

- Greet and welcome visitors and clients with a friendly and approachable attitude.
- Maintain records, logs and oversee document control.
- Provide basic and accurate information in-person and via phone/email.
- Making professional, accurate, cost arrangements for clients while providing excellent customer service
- Liaising with accounts for proper billing execution and payment collection
- Verify the transaction to process the billing.

Teacher

Rising Sun High School – Hyderabad, India.

(July 2013 to May 2016)

- Teach all areas of the primary curriculum.
- Organize the classroom and learning resources and create displays to encourage a positive learning environment.
- Cover every subject in the elementary curriculum.
- To provide a happy learning atmosphere, arrange the classroom, educational materials, and displays.
- Offers students audiences advice, assessments, and instruction in a range of academic areas.
- introduces and reaffirms learning principles related to a certain subject.
- Responds to questions from students and addresses issues with the curriculum and required courses, making use of catalogs, written course descriptions, and other relevant resources.
- Creates pertinent program and student progress reports and documentation.

Education:

- **Bachelor of Arts (B.A)**

Administration Osmania University, (PGRCD E) Hyderabad, India –2020.

Diploma Courses:

- E-Skill Academy : Digital Marketing & Social Media Marketing, Hyderabad, India –Jan 2023 to Mar 2023
- Fly Aviation Academy : Basic Aviation of Airline Industry Course, Hyderabad, India – Dec 2016.
- The English and Foreign Languages University : Proficiency Course in English Language, Hyderabad, India – July 2014.
- Government of Andhra Pradesh : Computer Training Assistant/DEO of Andhra Pradesh (APEC), Hyderabad, India – Dec 2012 to Feb 2013.
- Brothers Education Institute : English Proficiency Essay Contest Language, Hyderabad, India –Nov 2008.
- Institute Hindi Prachar Sabha Hyderabad Hindi Prathama Language, Hyderabad, India – Mar 2005.

Personal details:

Date of Birth	:	07-04-1994
Nationality	:	Indian
Marital Status	:	Single
Languages Known	:	English, Hindi, Urdu, and Telugu.
Visa Status	:	Visit Visa (Expiry date : 01-03-2024)

Declaration:

I hereby certify that the information provided above is true and accurate to the best of my knowledge and experience. Consider myself knowledgeable in computer aspects, and I am confident in my abilities to Work in a team.

Date :

Place :

(Najma Khanum)