



# RIZWANA



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Al Qusais, Dubai, U.A.E

## PROFESSIONAL SUMMARY

I am seeking a challenging position in a progressive organization that allows career development and provides a challenging work environment. I aim to constantly learn and utilize my skill and abilities to add value to the organization and apply the knowledge to upgrade my organizing skills and attain excellence in my profession. I am looking to work in an environment that would help me exploit my interpersonal and managerial abilities. I have prior entrepreneurial experience and work on my own initiative or as part of a team.

## EXPERIENCE

**REDCHERRY HOSPITALITY PVT LTD, TRIVANDRUM, INDIA.**

**OFFICE CORDINATOR- 1 YEAR 2 MONTHS**

**LIFE STYLE ,MANGALORE, KARNATAKA, INDIA,**

**SALES EXECUTIVE- 1 YEAR**



### DUTIES AND RESPONSIBILITIES:

#### OFFICE CORDINATOR

- Transfer data from hard copy to a digital database.
- Update customer information in a database.
- Verify outdated data and make any necessary changes to records.
- Operate common office equipment, like scanners and printers.
- Search for and investigate information contained in files.
- Perform regular database backups to secure data.
- Input text-based and numerical information from source documents.
- Provide occasional administrative support.
- Sort and organize hard copies of paperwork after entering data electronically.

#### SALES EXECUTIVE

- Builds business by identifying and selling prospects; maintaining relationships with clients.
- Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.
- Sells products by establishing contact and developing relationships with prospects; recommending solutions.
- Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Prepares reports by collecting, analyzing, and summarizing information.
- Maintains quality service by establishing and enforcing organization standards.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.

## EDUCATIONAL QUALIFICATION

### Higher Secondary Education

St. Victors Girls High School Puttur, Karnataka

### Pre-University Collage

St. Philomena PU College Puttur Karnataka.

### Bachelor of Science in Medical Laboratory Technology.

Kanachur Institute of Paramedical Sciences under Rajiv Gandhi University Of Health Sciences, Karnataka. Completed 3 years of study and completed 6 months of internship in a wide range of settings.

## PERSONAL INFORMATION

DOB: 12-08-2000

SEX: FEMALE

PASSPORT NO: X6966262

VISA STATUS: VISITING VISA

VISA VALIDITY: 15-03-2024

NATIONALITY: INDIAN

## INTEREST

Interest: Typing, Reading, Social activities & Debate

## IT SKILLS

- MS Office
- Excel
- PPT
- Internet applications

## LANGUAGES

ENGLISH: C2

Proficient

Hindi: C1

Advanced

Kannada: C2

Proficient

Malayalam: C2

Proficient