



## CONTACT

0544685094

Safoorasayyid995@gmail.com

Near Shawmek lulu  
Abudhabi

## SKILLS

Creative  
Diction  
Making  
Problem  
solving

## HOBBIES



## LANGUAGES

English  
Malayalam  
Hindi

## ABOUT ME

I am an organised, efficient and hard working person, and am willing to discover and accept new ideas which can be put into practice effectively.

## WORK EXPERIENCE

### Data Encoder

Pure heath / Abudhabi international  
Airport /United Arab Emirates

Covid-19 Project Uae Collect ID and scan documents of the database of customer and Prepare customers source data for computer entry by complig and sorting informations

### Data Encoder

Somerian Health / Abudhabi  
international Airport /United Arab  
Emirates

Conduct PCR test to arrival passengers. Encoding details for the PCR (swab) test for all passengers . Assisting the nurses for conducting the daily swabs. Monitoring the passengers PCR test result and updating the master list of passengers

### Customer service

HBBP / Sharjah Ramez mall  
vaccination center /United Arab  
Emirates

Tamil  
Arabic

## SOCIAL

[linkedin.com/Safoora Badshah](https://www.linkedin.com/in/Safoora Badshah)

[facebook.com/Safoora Badshah](https://www.facebook.com/Safoora Badshah)

Greetings customers in polite, prompt, helpful manner and provide any necessary information or instructions that are related to Uae vaccination protocols. Encode/ Register all customers in the Department of health system.

### Admin Assistant

*Aims training center / Abudhabi  
/United Arab Emirates*

Assisting the managing partner with day to day tasks to maintain the company's database. Following up on the key contract person's email with the updated entry .Managing office work and phone calls .

## EDUCATION

2012  
2015

**/ Civil engineering**  
*Govt. Polytechnic collage  
Angadippuram / /*

2010  
2012

**/ Plus two**  
*Govt. Hss Vettathur / /*

2008  
2010

**/ SSLC**  
*Fathima memmorial Hss  
karinkallathani / /*

## **DECLARATION**

I hereby declare that all the details provided above are true to the best of my knowledge. Safoora Badshah