**ASLAM SAYYED**

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**Portfolio:**

**PROFESSIONAL SUMMARY**

Motivated and detail-oriented graduate with strong organizational and technical skills, seeking an entry-level role in administration, operations, or data management where I can contribute to process efficiency and team collaboration

**EDUCATIONAL** **QUALIFICATION**

* **Bachelor of Science (MSCs) | Osmania University** (2021- 2024)

Aggregate: **9.25**

* **Board of Intermediate (MPC)** (2019- 2021)

Percentage: **87%**

* **School of Secondary Education (SSC)**  (2014- 2019)

Aggregate: **9.2**

**CAPABILITIES** / **SKILL** **SET**

**Technical skills**

* Skilled in **Microsoft Office tools (Excel, Word, PowerPoint)** and **Google Workspace** for daily business operations
* Good at **MySQL** Database & Basics of **CRM** Tools
* Strong verbal and written communication skills in **English, Hindi**, and **Telugu**
* Proficiency in **Internet Browsing, Online Tool**s & Basic **Troubleshooting**
* Skilled in basics of **Prompt engineering** and crafting effective queries to maximize output from AI-based tools like ChatGPT, Grok, DeepSeek ,Cursor AI
* Data Entry & Typing Speed: **40+ WPM**

**Soft skills**

* A **Self-motivated,** organized, and Goal-oriented individual with excellent **Time Managemen**t and follow-up capabilities.
* Strong communication, **Team collaboration**, and customer interaction skills, with a focus on **Problem solving** and delivering a professional experience.
* **Quick learner** with the ability to adapt to **New tools, Workflows**, and workplace environments
* Excellent Time management and ability to **Multitask** under pressure to meet tight deadlines
* Strong ability to **Work Independently** and complete assigned tasks with professionalism and punctuality
* Proven ability to manage multiple tasks efficiently while maintaining attention to detail, ensuring timely completion and quality service in fast-paced environments.

**PROJECTS**

**Automated Government Job Notification System using n8n (**[**Link**](https://www.linkedin.com/posts/aslam-sayyed-mernstack_n8n-automation-lowcode-activity-7325413342582390784-jwWj?utm_source=share&utm_medium=member_desktop&rcm=ACoAAFOvLFcBOljCEPYwc3So8cpvRVbgdqN-d-Q)**)**

**Tools & Technologies:** n8n, RSS Feed Integration, Workflow Automation

* Developed a **no-code workflow automation system using workflow tools (n8n)** to fetch and email recent government job posting
* Integrated an **RSS Read node** to dynamically extract job listings from a government job RSS feed
* Used an **Edit Field node** to format each job entry into two fields: Job Title and Apply Link..
* Implemented a **Code node** to filter the top 5 recent government jobs and convert them into a styled HTML format. Configured a **Gmail node** to send automated job notification emails containing the formatted HTML.
* Included both **Manual Trigger** (for testing) and **Scheduled Trigger** (for periodic execution)
* Achieved a **fully automated government job alert system**, reducing manual effort by 90% and ensuring consistent updates for job seekers

**HOBBIES** **&** **INTERESTS**

* Photography & Editing
* Listening to Music
* Exploring New AI & Digital tools

**DECLARATION**

I do hereby declare that the particulars mentioned above are correct to the best of my knowledge and belief

***(Signature)***