
Professional Experience

Database Manager

Ministry of Economy | April 2015 – July 2019

- Apply data program techniques and procedures.
- Compile, verify the accuracy, and sort information according to priorities to prepare source data for computer entry.
- Generate reports, store completed work in designated locations, and perform backup operations.
- Insert customer and account data by inputting text-based and numerical information from source documents within time limits.
- Keeping the information confidential.
- Review data for deficiencies or errors, correct any incompatibilities if possible, and check the output.
- User Manual Creations for systems like CMRS/PMRS
- Trainer on how to use systems to ministry employees
- Entry of Development project into an online system

Data Entry Executives

Advids | Dec 2021 – Feb 2023

- Data Entry: Accurately input and manage email marketing data, including contact lists, customer information, campaign details, and performance metrics.
- Script Execution: Execute email marketing scripts and templates to facilitate the deployment of marketing campaigns and communication.
- Data Verification: Verifying the accuracy and completeness of email lists and campaign-related information by cross-referencing with source documents or databases.
- Data Cleansing: Identify and resolve duplicate entries or outdated information within the email marketing database to maintain data integrity.
- Email Campaign Coordination: Collaborate with the marketing team to ensure timely and accurate deployment of email campaigns, adhering to set schedules and deadlines.
- Quality Assurance: Conduct thorough checks to ensure email campaigns are error-free and comply with the brand guidelines and legal requirements.
- Troubleshooting: Assist in troubleshooting technical issues related to email marketing tools and scripts, escalating to the appropriate team when necessary.
- Data Analysis: Provide basic data analysis and reporting on email marketing performance to support decision-making and identify areas for improvement.
- Communication: Collaborate with the marketing team, content creators, and other stakeholders to ensure accurate and effective communication through email campaigns.

Sayedahmad Seyar Sawayz

Kukatpally, Hyderabad, Telangana,
India, 500085
sawayzseyar@gmail.com
9704473043
<https://www.linkedin.com/in/seyar-sawayz-159119119/>

With over 4 years of exceptional experience as a Database expert, I have consistently showcased my proficiency and precision in data handling. My passion for technology drives me to keep abreast of the latest computer software and gain extensive knowledge of various hardware and software systems. Working across diverse operating systems, including Windows, Servers, and Linux, has honed my adaptability to different environments. My expertise extends beyond database, encompassing CCNA, CEH, Blockchain Technology, Cloud, and Network Security, making me well-equipped to excel in various computer science and IT-related tasks.

Key Skills

- AI Prompt Engineering
- Blockchain and Web3
- Frontend web development
- Hardware
- Network Security
- Good Management
- Editing Skills
- Content creator
- Multi-Tasking
- 49 WPM of Typing Speed with 97% Accuracy

Education

Ph.D. in Computer Science

Jawaharlal Nehru Technological University, Hyderabad India |

2022 - Present

M.Tech in Computer Networks and Information Security

Jawaharlal Nehru Technological University, Hyderabad India | July

2019 - December 2021

Certifications

CEH

EC-Council | April 2021

Microsoft Certified Azure Fundamentals

Microsoft | September 2020

Languages

- **Farsi** - Expert
- **English** - Competent
- **Hindi** - Competent