

**Aisha Sarfaraz**

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## **Professional Summary**

Resourceful and proactive professional with a proven track record in managing diverse responsibilities and driving team success. Adept at balancing multiple priorities while maintaining a positive and solution-oriented mindset. Committed to leveraging skills in technology and design to contribute effectively to organizational goals.

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## **Education**

### **Bachelor of Science (Chemistry)**

Mumbai University

### **Higher Secondary Certificate (12th Grade)**

S.S.C Board

### **Secondary School Certificate (10th Grade)**

S.S.C Board

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## **Skills**

- **Technical Proficiency:** Advanced knowledge of MS Office Suite; skilled in graphic design with Corel Draw.
- **Specialized Skills:** Expertise in automotive color matching and special effect color creation.
- **Languages:** Fluent in English, Urdu, Hindi, and Marathi.

## **Professional Experience**

### **Back Office Executive**

*KUSTOM KOATS, Pune*

**2014 - 2020**

- Managed administrative tasks, ensuring smooth back-office operations.
- Coordinated with various departments to streamline processes and improve efficiency.
- Utilized specialized knowledge to support color matching and special effect projects.

### **Sales and Service Representative**

*G3 MOTORS, Khopoli*

**2009 - 2010**

- Provided exceptional customer service and technical support for automotive products.
- Handled sales transactions and addressed customer inquiries effectively.
- Conducted product demonstrations and maintained high customer satisfaction.

### **Computer Teacher**

*NIIT, Khopoli*

**2007 - 2008**

- Delivered computer literacy training to diverse student groups.
- Developed curriculum and instructional materials tailored to student needs.
- Facilitated hands-on learning experiences to enhance technical skills.

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## **Personal Profile**

- **Nationality:** Indian
- **Hobbies:** Writing, teaching, art and craft