DELICIA D'SOUZA

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OBJECTIVE

To work in an environment where I can develop and maximize my professional skills and increase knowledge and benefit from working with an experienced professional team.

PERSONAL PROFILE

- A competent, self-motivated, enthusiastic and pro-active team player with a high degree of commitment and a mind set to achieve goals.
- A self-starter willing to take the initiatives and responsibilities to ensure commitments are fulfilled on time.
- A flexible individual who enjoys learning new skills and quickly adapts to organizational changes.
- A good listener, possessing good communication and interpersonal skills along with being an effective communicator
- Strong analytical, problem solving & organizational abilities with the ability to establish exceptional rapport with individuals at all levels.
- Good organizational and time management skills with attention to detail.

ACADEMIC QUALIFICATION

- Middlesex University (UK Board), Dubai, BSc (Hons) Information Technology
  2018 – 2021 (1st Class)

- St. Mary's Catholic High School, Dubai, GCE Level
  2016 - 2018

- St. Mary's Catholic High School, Dubai, GCSE Level
  2013 - 2016

CERTIFICATIONS

- C Programming
- Leader Ship Training Course
- Cisco courses (Introduction to cybersecurity, Cybersecurity Essentials, Introduction to IoT & Programming Essentials in Python)
- Pharmacovigilance Training

SKILLS

- MS Office suite
  - MS Word
  - MS Excel
  - MS PowerPoint
- Good use of software applications
  - Adobe Photoshop
  - Visual Studio
  - Audacity
- Python
  - Web scraping and data extraction using BeautifulSoup Framework.
- Web development
  - JavaScript
  - PHP
- Web-based mobile application
  - Vue.js
- Database management
  - MYSQL
  - MongoDB
- User Experience Designing
  - Data gathering methods (interviews, surveys)
  - Personas
  - User Stories
  - User Journeys
  - Low fidelity and High fidelity designs
  - Clickable Mock-ups using Figma software
- Good Researching skills

WORK EXPERIENCE

Triple A Technology Solutions LLC, UAE (From August 2021)
Reporting: Business Development Manager
Sales Executive

- Generate opportunities and or appointments and by means of proactive outbound prospecting through cold calling lead generation activity to qualify and market our solutions to potential customers.
- Research and generate lists of potential customers
- Preparing quotations and follow-up with the customers.
- Perform clerical duties, take memos, maintain files, and organize documents
- Assist in preparing information and research materials
- Manage databases and input information, data, and records
- Research and gather documentation on company position in the industry
- Attend company functions and networking events
- Shadow multiple office positions and train in a variety of tasks

Leo Pharma, UAE (Internship - June 2021–July 2021)
Reporting: Senior Business Analyst
Business Analyst Support

- Checking of debit notes by distributor
- Filing documents and organize documents
- Pharmacovigilance Training.

Pharmatrade LLC, UAE (Internship August 2019–September 2019)
Reporting: Operation Manager
Sales Coordinator/Telesales

- Worked in oracle software to enter the LPO's.
- Handling the process of all orders with accuracy and timeliness.
- Coordinating with the Sales Team for Day to Day activities.
- Generating daily, weekly and monthly Sales and Stock Reports.
- Communicating with customers about queries, requests and order follow-ups.

PERSONAL INFORMATION

Nationality: Indian
Hobbies: Basketball, Badminton, Travel, Music
Visa Status: Residence Visa
Languages: English, Hindi

Valid UAE Driving License

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Delicia D'Souza