

Fouzil Enaya K
D/o (late S.R. Kalimullah)
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OBJECTIVE

Intend to pursue a career in a company of repute with committed and dedicated people, which will help me to fulfil my goals and objective in life.

EDUCATIONAL QUALIFICATION

Course	College/ School	University/Board	Percentage
BBA	Justice Basheer Ahmed Syed College for women, Chennai	Madras University	59%
HSS	WPA Soundara Pandiyan Higher Secondary School, Chennai	State Board	69%
SSLC	Dr. Salai Govindarajan Matriculation School, Chennai	Matriculation Board Chennai	60%

ORGANIZATIONAL EXPERIENCE

- Company : WIPRO Ltd
- Duration : Oct-2014 to Sep 1st 2016
- Designation : Officer

CAREER HISTORY & ACCOMPLISHMENTS

Telstra (Order Management)

- Processing orders for ADSL work.
- Raising orders to cancel the services for various customers.
- Supporting the clients via (emails)
- Creating orders for service and network installation.
- Creating orders for routers, switches and network devices.
- Checking the equipment and service installation feasibility.
- Co-ordination with Design Team and Technical Team.
- Configuration devices, activating credentials and ensure the billing has been issued as customer specification.
- Billing confirmation and Invoices.

Optum (Contract management)

- Worked for US Healthcare Group at Wipro.
- It is a Healthcare process, which plays a major role in **Contract Management**.
- Download contracts from Customer portal.
- Abstract information from the contracts and capture them in Excel in designed columns.
- Coordinate with customer in case of Queries and get resolution.
- Sharing daily productivity count with my TL.

PERSONAL SKILLS

- Hard working, a good team worker, fast and quick learner.
- Analytical mind can adapt to diverse situations.
- Can interact with different kinds of people.
- Self-Motivating and Optimistic
- A good team player providing best productivity and work on it to resolve the problems.
- Capable of working in a team and co-operative in nature.

PROFESSIONAL SKILLS

- | | | |
|---------------------|---|-------------------------------|
| 1. Key Skill | : | MS Office & Internet Concepts |
| 2. Operating System | : | Windows XP / 7 |

PERSONAL DETAILS

Name	:	FOUZIL ENAYA .K
Date of Birth	:	19/10/1992
Gender	:	Female
Marital Status	:	Married

DECLARATION

I hereby confirm that the information and facts stated above are true and complete to the best of my knowledge and belief.

Date:

Signature

Place: Chennai

(Fouzil Enaya K)