

NAZIA SHEIKH

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Experienced and energetic, highly organized, dedicated with a proven ability to create a positive working environment. Looking to apply my experience and knowledge to a new challenge. I have always enjoyed solving problems and working things out and this is the reason for pursuing my choice of career.

EXPERIENCE

DATES FROM 2015 – TO 2019

FREELANCER MARKETING EXECUTIVE – DE GRANDEUR

- Handling all customer requests and complaints in correct manner.
- Establishing a rapport with Team and guest maintaining professional relationships.
- Ensure all customer calls are handling promptly.
- Promote product to clients and filling in the empty slots for business
- Ensure accurate knowledge about banquet activities.
- Conduct training sessions with the entire team
- Contact guest to assess their individual needs and demonstrate as to how can I meet or exceed these needs

DATES FROM 2013 – TO 2015

FREELANCER MARKETING EXECUTIVE – S. S. BANQUETS

- Handling all customer requests and complaints in correct manner.
- Establishing a rapport with Team and guest maintaining professional relationships.
- Ensure all customer calls are handling promptly.
- Promote product to clients and filling in the empty slots for business
- Ensure accurate knowledge about banquet activities.
- Conduct training sessions with the entire team
- Contact guest to assess their individual needs and demonstrate as to how can I meet or exceed these needs

DATES FROM 2011 – TO 2013

Front Desk Receptionist – Raheja Hospitals

DATES FROM 2010 – TO 2011

Ground staff – Indigo Airlines

Cabin Crew - Saudi-Arabian Airline

DATES FROM 2009 – TO 2010

Clipper lounge as Guest Service Associate-Oberoi Airport Services

EDUCATION

- Higher Secondary Certificate with Commerce in the year 2003
- Secondary School Certificate with First class in the year 2001

STRENGTH

Practical, Analytical, Quick thinker, team player, Smiling personality and approachable.

COMPUTER SKILLS

Efficient in MS Word, MS Excel, MS PowerPoint