

Aliza Dawoodani

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 javedalizeh@gmail.com

 Dubai UAE

PERSONAL DETAILS

Date of birth

29/07/1998

Nationality

Indian

LANGUAGES

English

Hindi

Marathi

Gujarati

Persian

SKILLS

Management

Writing

Microsoft Excel

Accounting

Customer Service

Research

Cosmetics

Microsoft Word

Planning

Sales

Operations

Communications

Psychology

Family Law

Financial Services

Social Media

Photography

Content writing

HOBBIES

Learning, Avid Reader, Meditation And Fitness, Photography, Social Media, Traveling & Exploring, Writing, Social Service, Sports.

ABOUT ME

Dynamic professional with entrepreneurial vision and strong analytical skills. Adept at thriving in high-pressure environments; exemplary team player with proficiency in Accounting, Management, Financial and Legal services. Passionate about contributing my creative multitasking abilities to a collaborative team while enhancing personal growth. Eager to apply my expertise and drive to your esteemed organization.

WORK EXPERIENCE

Partner

Aliza Enterprises Perfumes & Cosmetics LLC / Dubai, UAE / Feb 2022

- Expert in design and blend of fragrances, fashion and cosmetics
- Proven track record in marketing and sales in beauty industry
- Demonstrated management skills overseeing accounting and financial tasks
- Achieved rewarding financial results through strategic product sales

Admin || CRM

Muhriz Real Estate / Dubai / Mar 2023 - Nov 2023

- Highly organized and detail-oriented professional seeking a position that utilizes my skills in handling day-to-day activities
- Preparing reports
- Maintaining documents and forms,
- Maintaining customer relationships.

Admin cum Sales

As Serat Tours & Travels LLC / Dubai, UAE / Oct 2022 - Feb 2023

- Administered key areas including accounts, management, and communication
- Managed sales through ticketing, promoting, and marketing travel services
- Supervised staff recruitment, training, and budget management
- Handled visa processes, embassy visits, tour packages, and travel arrangements

Operational Executive

J.S Marine & Offshore Services / Mumbai, India / Jan 2018 - Jan 2021

- Managed daily office tasks efficiently
- Fostered a productive office work environment
- Spearheaded smooth running of front desk operations
- Reported routine and performance to management
- Contributed to a productive office environment

HR Executive

Impact HR Pvt Ltd / Mumbai, India / Jun 2018 - Sep 2018

- Managed HR operations and daily tasks efficiently
- Handled candidate communication and interview scheduling
- Resolved employee inquiries on HR policies
- Addressed and settled complaints effectively

Influencer

Social Media / Mumbai, India

- Impressive track record in creating viral content
- Strong experience in managing social media campaigns
- Outstanding ability in audience growth and engagement
- Substantial impact on brand image and online reputation
- Demonstrated talent in forging strategic partnerships
- Impactful enhancement of brand reputation online.

EDUCATION

LL.B

Lala Lajpatrai College of Law / Mumbai, India / 2023

- Earned LL.B. with Distinction from respected college.

Master's Degree

University of Mumbai / Mumbai, India / 2022

- Achieved masters in commerce field with a First Class Master's Degree

INTERNSHIP

Law Intern

P.H. Patel & Associates / Mumbai / Apr 2021 - Sep 2021

Successfully completed 6 months of internship at a well known organization

COURSES

Contract Drafting

The Law Learners / Jun 2020 - Jun 2020

Food for Mind, Body & Soul

JCCL / Jun 2020 - Jun 2020

Forensic Psychology

JCCL / Jun 2020 - Jun 2020