

Huzaif Sayyed

Office Administrator

📞 8591764290 | 📩 huzaifsayed454@gmail.com

📅 02-Mar-2006

📍 Mira road east Mumbai Mumbai 401107 Maharashtra India

◎ Summary

I seek challenging opportunities where I can fully use my skills for the success of the organization.

💼 Experience

Bandra Graphics

**May 2023 - May 2024
(1 Years,0 Months)**

Office Admin

To maintain MIS of the firm. Handling client queries. Handling front-end client requirements. Responsible for the day-to-day operations of the office to ensure efficiency and compliance with company policies. Answering and redirecting phone calls, taking messages, and managing email correspondence. Maintaining records, documentation, and files, especially sensitive files like employee records

🎓 Education

S.N College ,Mira Bhayandar

Jun 2022 - May 2023

Bachelor's in Science in Information technology

7.4 cgpa

Rizvi College , Bandra

Jun 2020 - Apr 2022

Higher Secondary Education

74.80%

St.Theresa High School

Jun 2019 - May 2020

Secondary School Certificate

68.60%

◻ Skills

Good Communication

Computer Knowledge

Ms Office

Decision making

Problem-solving

🌐 Languages

English

Hindi

Marathi

❤️ Interest

Reading



Signature: _____
Huzaif Sayyed