

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 frondend 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

A handwritten signature in black ink, appearing to read 'Huzaif', with a long, sweeping horizontal stroke extending to the right.

Signature: _____
Huzaif Sayyed