

SADIA ALAM



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Rylands Estate, Athlone, Cape Town, 7764.

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EXECUTIVE SUMMARY

I have a passion for learning new things and I tend to do every job with my utmost dedication. I experienced working under pressure in fast-paced work environments while consistently meeting standards for productivity and quality. I have the ability to multitask and manage several queries concurrently. I am a team player with a flexible approach to work. I have proven success in building excellent client relationships over the years.



EMPLOYMENT HISTORY

- ❖ **Mama Money**- International Money Transfers
Position- Sales & Customer Experience Consultant
(Dec 2020- Present)
- ❖ **Masterclass International**- Imports & Exports
Position- Marketing Manager (Sept 2020- Present)
- ❖ **Top it Up**- Prepaid Airtime & Electricity Distributor
(Dec 2019 — Nov 2020)
Positions-
 - Sales Representative
 - Business Development Advisor
 - Accounts and Finance Administration Officer
 - Technical Support
 - Interpreter and Translator
 - Customer Experience Consultant
- ❖ **Eddies Café, Kraaifontein**
(Aug 2014- Dec 2015)
Position- Store Manager



ACHIEVEMENTS

- South African National Chess Championship 2017
 - Represented Western Cape
- District Central, Cape Metro and Western Cape Chess Championship (March 2017 – June 2017)
 - 2 Gold and 3 Bronze Medalist
- School Ambassador (June 2017 — Nov 2018)
 - Rylands High School



COURSES & VOLUNTEERING

- **Young Biologists Course, Diamond Graduate**
(Oct 2016), Two Oceans Aquarium, Cape Town
- **Level 1 Volunteer, Volunteered 83 hours**
(Nov 2016 — Mar 2017), Two Oceans Aquarium, Cape Town



EDUCATION

BSc Mathematical Science major in Computer Science, University of South Africa (Feb 2021 — Present)

Complete Web Development Course, eShikhon Online, Bangladesh
(Nov 2021- Mar 2022)

BCom Management Science, University of Stellenbosch
(Feb 2019 — Dec 2021)

Grade 10-12, Rylands High School
(Jan 2016 — Dec 2018)

Grade 9, Islamia College, Cape Town (Jan 2013 — Dec 2013)

Grade 1 - 8, St. Scholastica's Girls' High School, Bangladesh
(Jan 2004 — Dec 2011)



SKILLSET

- ❖ Time Management
- ❖ Strategic Leadership
- ❖ Management Skills
- ❖ Computer Literate
- ❖ Effective Teamwork
- ❖ Adaptability



LANGUAGES

- ❖ English
- ❖ Bangla
- ❖ Urdu
- ❖ Hindi



REFERENCES

- **Angelo Adams**
Curro Durbanville School- Head of Sports
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- **Melodi Moses**
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