

SADIYA SAYYAD

OFFICE ADMINISTRATOR
(ENTRY LEVEL)

CONTACT

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PROFILE SUMMARY

Motivated and detail-oriented back office professional with strong knowledge of MS Word, Excel, and basic IT operations. Skilled in data entry, documentation, record management, and administrative support tasks. Quick learner with good communication skills and the ability to work accurately and efficiently.

EDUCATION

- 2025-2026
SHIVAJI UNIVERSITY
 - BCA (PURSURING)
- 2022-2023
SHIVAJI UNIVERSITY
 - HSC
 - 52.50%
- 2021-2011
SHIVAJI UNIVERSITY
 - SSC
 - 80.60

SKILLS

Technical Skills

- MS Word - typing, formatting documents, creating reports
- MS Excel - basic formulas, data entry, tables, sorting & filtering
- MS PowerPoint - creating simple presentations
- Basic Computer Knowledge
- Data Entry & Data Processing
- File Management & Documentation

Back Office Skills

- Record Keeping
- Maintaining spreadsheets
- Preparing daily/weekly reports
- Updating databases
- Coordinating with teams
- Accuracy & attention to detail

Soft Skills

- Good communication
- Fast learning ability
- Problem-solving attitude
- teamwork

LANGUAGES

- English: Fluent
- Hindi: Fluent
- Marathi: Basics

CERTIFICATION AND LICENSES

MS-CIT	2024
PYTHON PROGRAMING USING AI	2025
KLIC Certificate Course in C and C++	2024

HOBBIES

- Drawing
- Mehndi designing
- travelling
- Making Rangoli design

PROJECT

Hostel Management System

-I Have created website which will do all the work related to hostel management in which we have added different pages like about us billing and many more function.
-used HTML , JavaScript ,MongoDb and VS Code for frontend and database management.