

NOORUNNISA ANWAR HUSSAIN

OPERATION & ADMINISTRATION EXECUTIVE



Contact Info

- +971 50 143 7430
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- Dubai, United Arab Emirates

Personal Info

- Date of birth : 14/05/2001
- Nationality : Indian
- Marital status : Single
- Visa status : Residence visa

Education

B.COM(Commerce and Generals)

CGPA : 82% (Score)
University of Mysore
2018 – 2021

Technical Skills

- Tally
- MS office
- Data entry

Language

- English
- Hindi
- Kannada
- Urdu

Profile Summary

I am an independent and self-motivated graduate with a total of 2 years and 9 months of working experience in operations and administration. I am seeking career enhancement and a good opportunity to utilize my knowledge and skills to optimize company sustainability and profitability.

Work Experience

2022
Nov
-
Till
Date

Technofit ME FZCO

Dubai, United Arab Emirates

Operation Coordinator

- Prepared and managed sales documentation, including sales orders and quotations, ensuring all details were accurate and up-to-date.
- Coordinated daily sales activities, including order processing, tracking, and fulfillment, to ensure timely and accurate delivery.
- Quoted and negotiated in response to customer inquiries to close deals.
- Established contact and developed relationships with clients and vendors.
- Coordinated with departments like purchasing, sales, and operations to ensure smooth and efficient execution.
- Utilizing company software to refine and optimize necessary documents.
- Communicated with suppliers, retailers, and customers to achieve profitable deals and mutual satisfaction.
- Plan and track the shipment of final products according to customer requirements.
- Contributing to team efforts by accomplishing relates results as needed.

2021
Oct
-
2022
Sep

Alorica India Pvt Ltd.

Digital Back Office Representative

Bengaluru, India

- Responding to customer queries in a timely manner and accurate way through phone, emails or web chat.
- Identify customer's needs and help use specific features.
- Update internal database with information about technical issue and useful discussions with customers.
- Monitor customer complaints and reach out to provide assistance.
- Share feature requests and effective workarounds with team members.
- Gathering customer feedback and share with our Products, Sales and Marketing team.

Skills

Organizing
Leadership
Problem Solving
Data and result
oriented
Analyzing
Time management
Strong
Communication
Quick learner



Career Achievements

- Delivered excellent customer support in a multinational company with excellent feedback.
- Being quick learner able contribute in all the department of the company (Oil and Gas industries).
- Successfully executed tasks, projects or actions.



Declaration

I, hereby declare that the above mention details are true to the best of my knowledge and belief.

Place: Dubai, United Arab Emirates

| Noorunnisa Anwar Hussain