

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
Operation Coordinator
Dubai, United Arab Emirates |
|--|--|
- 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.

Alorica India Pvt Ltd.

- | | |
|---|--|
| 2021
Oct
–
2022 Sep | 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