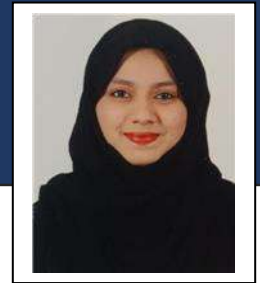


# SANIYA BANU

BACHELOR OF COMMERCE – Spouse Visa



[saniasheikh0504@gmail.com](mailto:saniasheikh0504@gmail.com)



+971 -52 235 9744



Abu Dhabi, UAE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately

Possess efficient time-management, problem- solving, Process optimization, Collaboration, Communication, organizational and documentation skills.

## QUALIFICATION / CERTIFICATIONS

### QUALIFICATION:

#### E-OFFICE AND MS EXCEL ADVANCED 2022

2022 – India

Manipal Institute of Computer Education, Manipal, India

#### BACHELOR OF COMMERCE

2016 – India

Dr. NSAM First Grade College, Mangalore University - India

#### 12<sup>TH</sup>

2013 – India

Christ King Pre University College, India

## WORK EXPERIENCE

### Printersuae Abu Dhabi, UAE

*April 2022 – January 2023*

#### Business Development Executive

- **Responsibilities:**
- Assisted customer with selection and promoted model options and features, value-add products and services, purchase/leasing and finance options.
- Maintained accurate sales documentation.
- Maintained up-to-date knowledge of all products and accessories promotions.
- Determine each customers needs by asking questions and listening
- Maintained a prospect development system.
- Understood the terminology of the business and keep abreast of technological changes in the product.

### Roolo Innovations Pvt. Ltd, India

*May 2020 – January 2022*

## Administration Assistant

- Responsible for keeping records and optimize work processes
- Collaborate and communicate effectively with clients at various training levels
- Monitoring various activities to ensure compliance
- Organise and schedule appointments, plan meetings
- Assist in the preparation of regularly scheduled reports
- Develop and maintain filing system
- 

**AL – FURQAN ISLAMIC INSTITUTION** Karnataka, India

2017-2020

### Duties & Responsibilities

- To plan and prepare appropriately the assigned courses and lectures
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- To conduct assigned classes at the scheduled times
- To demonstrate competence in classroom instruction
- To implement the designated curriculum completely and in due time
- To plan and implement effective classroom management practices
- To design and implement effective strategies to develop self- responsible/independent learners
- To promote student's intrinsic motivation by providing meaningful and progressively challenging learning experiences which include, but are not limited to: self- exploration, questioning, making choices, setting goals, planning and organizing, implementing, self-evaluating and demonstrating initiative in tasks and projects
- To engage students in active, hands-on, creative problem-based learning
- To provide opportunities for students to access and use current technology, resources and information to solve problems
- To provide opportunities for students to apply and practice what is learned
- To promote student's intrinsic motivation by providing meaningful and progressively challenging learning experiences which include, but are not limited to: self- exploration, questioning, making choices, setting goals, planning and organizing, implementing, self-evaluating and demonstrating initiative in tasks and projects
- To engage students in active, hands-on, creative problem-based learning
- To provide opportunities for students to access and use current technology, resources and information to solve problems
- To provide opportunities for students to apply and practice what is learned
- To engage students in creative thinking and integrated or interdisciplinary learning experience.

## COMPETENCIES AND SKILLS

- Problem Solving and Analytical Skills
- Flexible and Strategic mindset
- Ability to create and present ideas, reports, and budgets in various formats
- Ability to work both independently and collaboratively
- Proficient with Microsoft Office Suite and related software
- Resourceful and Action Oriented
- Anticipates needs
- Excellent verbal and written communication skills
- Strategic Mindset