



Sarjada Nargeese

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Profile

Secure a responsible career opportunity to fully utilize my experience and skills, while making a significant contribution to the success of the company.



Work Experience

10/2022- 03/2023 –DUBAI-UAE
Accounts Assist cum Admin
MTN International Cargo L.L.C

Job Responsibilities

- ◆ Issue invoices to customers & external partners.
- ◆ Reconcile invoices & identify discrepancies.
- ◆ Create & update expense report and prepare bank deposits.
- ◆ Maintaining employee leave and training records.
- ◆ Administering medical and other insurance as per Company policy.
- ◆ Preparing monthly HR reports for management.
- ◆ Review & file payroll documents.

04/ 2023 – Present-DUBAI-UAE
Telesales/Customer Service Rep
Etisalat by E&

Job Responsibilities

- ◆ Contact potential customers to inform them a product
- ◆ Answer questions about products
- ◆ Resolving customer complaints.
- ◆ Overseeing the customer service process
- ◆ Possessing excellent product knowledge to enhance customer support.



Education

INDIA
MBA in Human Resources Management
(2021)
Pondicherry University

INDIA
Bachelor of Commerce (2019)
Kannur University



Core Skills

- ◆ Hands-on approach
- ◆ Enthusiastic team player with a strong drive to create a positive work environment
- ◆ Ability to identify problems and drive appropriate solutions independently
- ◆ Proven ability to prioritize tasks and to organize workload to ensure that projects are driven as per plan



Languages & Computer

English	<div></div>
Malayalam	<div></div>
Hindi	<div></div>
MS-Office/Word/Excel	<div></div>



Strengths

Working under pressure Managing
Teamwork Accuracy Communication