



# Waziya rizvi

☎ 0525070884

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📍 Al nahda, Sharjah

D.O.B:-19.03.2002

visa status:- valid till 4 may

## PROFILE:-

Enthusiastic and adaptable. Excellent communication skills and teamwork abilities. Having work experience of 2 years eager to contribute enthusiasm and fresh perspective to a dynamic team.

## SKILL:-

- Client realtion.
- Communication skills
- Organization skills
- Sales and negotiation skills
- Excel

## LANGUAGES :-

ENGLISH.

HINDI.

URDU.

MARATHI.

## EXPERIENCES

### Whizkid Event management pvt. | 2021-22 Oct

Client co-ordinator

- Acting as the main point of contact between the organization and clients.
- co-ordinating projects and ensuring client satisfaction.
- Maintaining accurate records and facilitating communication within the organization.
- Addressing client concerns and resolving issues.

### Akshar Group| 2022-23 Dec

Sales coordinator

- Assisting with sales forecasting and budgeting processes.
- Supporting the sales team with administrative tasks like preparing sales proposals and contracts.
- Compiling and analysing sales data for reporting and decision making.

## EDUCATION

Mumbai University| 2020-2023

Bachelor's of science| 75.61%

- Majors :- zoology and botany.
- HSC :- (science stream) - 60.92%.
- SSC :- 75.60%.