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AL Nhada, Sharjah, Dubai

# SUHAILA SAYYED

## ADMIN EXECUTIVE

### OBJECTIVE

To contribute my skills, creativity, and dedication toward achieving the company's goals while continuously enhancing my professional growth and delivering high-quality results.

### EXPERIENCE

#### Comtech Computer Academy

2023- 2025

##### Admin Executive

- Managing calendars and scheduling appointments
- Handling correspondence, emails, and phone calls
- Maintaining accurate and up-to-date records and databases
- Preparing and editing documents, reports, and presentations
- Filing and organizing physical and digital files
- Providing exceptional customer service and support
- Communicating updates, changes, and announcements
- Ensuring seamless day-to-day operations
- Accurately entering data into various software systems
- Maintaining data integrity and confidentiality
- Generating reports and analyzing data trends
- Identifying and resolving data discrepancies
- Implementing data management best practices

#### AM Enterprises

2016 - 2018

##### Data Entry Operator

- Entered information into computer systems or databases with high accuracy and speed.
- Managed and maintained accurate, up-to-date, and well-structured data.
- Verified data for errors, inconsistencies, and completeness.
- Processed and managed large datasets, ensuring data integrity and quality.
- Achieved high typing speed with accuracy.
- Utilized strong organizational skills to manage multiple tasks and priorities.

### SMALL BUSINESS OWNER

#### CRAM- Creasthetic Resin and More

2022 - Present

##### Founder & Resin Artist

- Create handmade resin clocks, frames, trays, and keepsakes.
- Manage brand identity and online presence through Instagram.
- Design and photograph products using Canva & digital tools.
- Communicate with clients and handle packaging & sales.

Instagram: @\_cram.---

### EDUCATION

Basics of Digital Marketing using AI Tools

Diploma in Computer Applications (DCA)

H.S.S.C

Commerce 2017-2018

SSC

2015-2016

### PERSONAL DETAILS

Date of birth:- 09<sup>th</sup> December 1999

Nationality:- Indian

Religion:- Muslim

Marital Status: Married

### SKILLS

- Communication & Teamwork
- Time Management & Organization
- Canva Designing
- Google Workspace Tools
- AI & Automation Tools
- Creativity & Innovation
- Research & Problem-Solving

### PASSPORT INFORMATION

Passport No.:- U1395370

Valid up to:- 13/01/2030

Nationality:- Indian

### LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Konkani (Fluent)