

AISHU ABDUL HAMEED

Telecommunication Assistant

+971 565732706

aishu14433@gmail.com



PROFILE

Dedicated Telecommunication Assistant in supporting telecom operations, maintaining communication systems, and providing technical and customer support. Strong organisational and multitasking abilities, with experience in handling administrative tasks, coordinating with technical teams, and ensuring compliance with industry regulations. Committed to optimising communication processes and enhancing operational efficiency in a fast-paced environment.

EDUCATION

Diploma in office automation and data entry

CITMS- Kerala State Rutronix

2023 - 2024

Hospital Management

Avodha Institute

2022

Higher Secondary

National Institute of Open School

2017 - 2019

SKILLS

Leadership and time management

Communication

Team work and

Negotiation

Ms Office

LANGUAGES

English

Hindi

Malayalam

Tamil

Urdu

VISA STATUS

Visa Status : Company Visa

PERSONAL INFORMATION

DOB : 13-05-1997

Marital Status : Married

WORK EXPERIENCE

DERBY GROUP OF COMPANY , DUBAI

TELECOMMUNICATION ASSISTANT JULY 2024 - PRESENT

Cultivated strong relationships with clients, providing tailored solutions that increased customer satisfaction to 95%. Consistently achieved and surpassed sales targets through strategic sales techniques and in-depth product knowledge.

Managed accurate clients records and prepared detailed reports on sales activities and revenue trends. Led customer service initiatives, resolving customer inquiries and complaints efficiently and ensuring high service standards. Provided leadership support in the absence of the Team Leader, ensuring smooth operational continuity. Trained and mentored new team members, enhancing team effectiveness and maintaining high performance.

EXLNCE COMPUTERS

ADMINISTRATOR I JAN 2023 - MAY 2024

Working as a office administration and data entry operator. Assist students for Data entry reports and office computer operations.

MOTHER HOSPITAL

HOSPITAL ASSISTANT ADMINISTRATOR I MAR 2022 - JUN 2022

Assist in administrative activity, work coordinator ward management. Scheduling, organizing, coordinating and maintaining various departmental activities. Assigning specific duties to non clinical staff/ para-medical staff, train them and reassigning their responsibilities from time to time in co-ordination with SMO.

SK ENGINEERING AND CONSTRUCTION (I) PVT LTD

ADMINISTRATOR I SEP 2021 - MAR 2022

Assist in project planning and follow up of tender preparations. Organise project meetings. Data entries for documents responding to the business enquiries, drawing up the contracts and providing customer services.

GEM HOSPITAL

MEDICAL RECEPTIONIST I JUN 2019 - DEC 2019

Worked as Mmedical receptionist. Assisting patients with completing necessary forms and documentation. Scheduling, organizing, coordinating and maintaining various departmental activities. Scheduling appointments and keep those appointments on time. Welcoming patients and visitors, answering the telephone and answering any inquiries.