




NOUMAN SYED

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Experiences

Marketing Advisor and Admin

SBS Professional Contracting

May 2024-May 2025

- Conducted in-depth market research and analysis to identify industry trends, customer preferences, and competitor activities, aiding in strategic planning and marketing initiatives.
- Created and developed compelling marketing materials and promotional content tailored to specific target audiences to boost brand visibility and engagement.
- Promoted products and services through effective use of marketing strategies and multi-channel communication to reach and influence prospective customers.
- Managed project documentation, prepared comprehensive schedules, and ensured compliance with building codes, safety protocols, and regulatory standards.
- Delivered administrative support by managing incoming calls, greeting clients, maintaining departmental calendars, and overseeing office supplies and logistical coordination.

Senior Marketing Advisor and Admin

Al Qanuni Advocates and Legal Consultancy

August 2022-March 2024

- Built and nurtured strong customer relationships to enhance satisfaction and loyalty.
- Responded promptly and professionally to customer inquiries via email, phone, and live chat.
- Assisted clients with legal case-related concerns, offering clear guidance and support.
- Conducted market research and analyzed consumer behavior to improve service strategies and customer outreach.
- Contributed to a significant increase in customer base within a year through targeted initiatives.
- Established effective communication with debtors to assess financial situations and negotiate sustainable repayment plans.

Academic Qualification

Bachelors in Business Administration
(Kuvempu University)

February 2020

Summary

A results-driven and customer-focused professional with hands-on experience in managing client inquiries across multiple communication channels, addressing legal case concerns, and building strong client relationships. Demonstrated ability to conduct market research, analyze consumer behavior, and support company growth initiatives. Adept at negotiating with debtors to establish effective repayment agreements, contributing to improved cash flow and customer retention. Committed to delivering service excellence while driving business profitability.

Key Skills

Customer service
Market Research
Strategic Marketing Planning Website
Analytics
Communication Skills

Certificates

Certified from spell B (fluency in English)
grade A Certified in DCA (excel,word,tally)

Personal Details

Date of Birth: 15-04-1998
Gender: Male
Marital Status: Single
Languages: English, Hindi,
Kannada and Urdu.



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Abu Hail ,Dubai ,UAE