

AYSHA RIZA MAJEED

Customer Care Executive | Sales Executive | Admin & Receptionist

Contact

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Sharjah-United Arab Emirates

Education

B.Sc. in Forensic Science

2021 - 2024

GTN Arts College / MK University

HSS-Bio Science

2020-2021

Koodali HSS School

Objective

To leverage my strong work ethic, collaborative mindset, and creative problem-solving skills to secure a challenging role in a forward-thinking organization, where I can drive innovation, foster growth, and contribute to achieving strategic objectives, while advancing my professional skills and expertise

Skills

- Customer Service
- Effective Communication
- Sales & Negotiation
- Front Desk Management
- Administrative Support
- Multitasking
- Time Management
- Computer Proficiency
- Professional Etiquette
- Problem Solving

Language

- English: Fluent
- French: Basic
- Malayalam: Native
- Hindi: Intermediate
- Arabic: Basic
- Tamil: Intermediate

Work Experience

Executive Manager

Oleya Branded Imitation Jewellery

- Managed day-to-day operations, customer relationships, and product distribution.
- Streamlined supply chain processes and improved profitability through market analysis.
- Led cross-functional teams to achieve sales targets and customer satisfaction.

Business Development Manager

Acceron Incorporation

- Developed and executed growth strategies, expanding the company's client base.
- Identified new market opportunities and established long-term client relationships.
- Collaborated with the marketing team to enhance brand presence and engagement.

National Representative

SOS Save Our Soul Children's Village

- Represented the organization at national events, raising awareness about children's welfare.
- Fostered strategic partnerships to support community-based programs and initiatives.
- Managed donor relations, securing funding for various projects.

Forensic Officer

CodeF Forensic Solutions

- Conducted forensic analysis and investigations, providing detailed reports on findings.
- Collaborated with law enforcement agencies to support criminal investigations.
- Stayed up-to-date with the latest forensic technologies and methodologies.

Research & Projects

Research Study: Studying the Age and Gender Categories Experiencing the Highest Rate of Sexual Harassment While Traveling in Public Transport.