



# SAYARA YOOSAF

## CONTACT

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-  0529918223  
 yoosafsayara@gmail.com  
 Sharjah, UAE

## PERSONAL INFO

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DOB : 30/07/1997  
Passport No : M7617251  
Nationality : Indian  
Marital Status : Married  
Passport Number : Y3463195  
Visa Status : Spouse Visa

## LANGUAGE KNOWN

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English (R, W, S)  
Hindi (R, W)  
Malayalam (R, W, S)

## COMPUTER SKILLS

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- Diploma in computer applications
- Graphics Designing
- MS Office Word, Excel and power point.
- Oracle-ERP

## CAREER OBJECTIVES

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To work for an organization which provides me an opportunity to improve my skills and knowledge, at the same time utilize my effort for the achievement of organizational objectives.

## SYNOPSIS OF MY PROFILE

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A mature, positive, and hardworking individual with data entry and customer service experience. Well-versed in IT field including Microsoft office, graphic designing, ERP etc.

## CORE COMPETENCIES

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- Exceptional customer service skills and pleasant personality
- Strong oral & written communication skill & high level of integrity.
- Believe in perfection
- Adapt well to changes.
- Hard worker & Quick learner
- Good availability for assignments on short notice
- Good problem solving and analytical skill
- Strong interpersonal and client service skill
- Have a good understanding of computer and internet.

## EDUCATIONAL QUALIFICATIONS

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- B Sc computer science – AJ Collage of science &Technology -2019
- Plus Two – KTCT EM HSS – 2015
- S.S.L.C – KTCT EM HSS - 2013

## EXPERIANCE

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### KTCT COLLEGE OF ALLIED HEALTH SCIENCES, INDIA

#### ADMINISTRATIVE & CONFIDENTIAL ASSISTANT

**(APR 2023 – SEP 2024)**



**KTCT COLLEGE OF  
ALLIED HEALTH SCIENCES**

Responsibilities including

- Manage and maintain confidential records, including student and faculty files, ensuring secure access and compliance with institutional policies.
- Assist in the daily administration of office tasks, including scheduling meetings, managing calendars, and organizing events.
- Handle sensitive communications, including emails, phone calls, and correspondence, with discretion and professionalism.
- Provide administrative support to college leadership, including drafting reports, memos, and other official documents.
- Prepare and distribute internal and external communications, such as announcements, newsletters, and official notices.
- Handle data entry and maintain digital records for academic, financial, and operational processes.
- Manage travel arrangements and accommodations for staff, faculty, and visiting dignitaries.
- Process and track purchase orders, invoices, and payments for office supplies and services.
- Ensure the confidentiality of student and staff information in accordance with privacy laws and college policies.
- Prepare reports, presentations, and other materials for senior management and board meetings.
- Support the academic office with exam scheduling, grade submissions, and other administrative tasks related to student performance.

### DIAMONDLEASE CAR RENTAL LLC, DUBAI, UAE

#### DATA ENTRY SPECIALIST (DEC 2021 - FEB 2022)

Responsibilities including

- Entering customer and account data from source documents within time limits
- Compiling, verifying accuracy and sorting information to prepare source data for system entry
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output
- Research and obtain further information for incomplete documents
- Apply data program techniques and procedures
- Generate reports, scan documents and print files, when needed
- Keep confidentiality of information and comply with data integrity and security policies
- Ensure proper use of office equipment and address any malfunctions

**Diamondlease**  
CAR RENTAL



## DECLARATION

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I hereby declare that the details and information given above are complete and true to the best of my knowledge.

Sayara Yoosaf