



# SAYARA YOOSAF

## CONTACT

0529918223  
yoosafsayara@gmail.com  
Sharjah, UAE

## PERSONAL INFO

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

## LANGUAGE KNOWN

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

## COMPUTER SKILLS

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

## CAREER OBJECTIVES

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

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

- 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

- 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

## 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