



TESSA SABIN

Admin Assistant / Front Office Executive

Phone

+971 5853 21319

Email

tessasabin8@gmail.com

Address

Dubai, UAE

Visa Status

Visiting Visa

SUMMARY

Motivated Database Creator with 1 year of experience in data entry, database maintenance, and report generation. Supported senior data analysts in cleaning and organizing large datasets. Demonstrated proficiency in SQL and Microsoft Access. Known for a strong work ethic and meticulous attention to detail. To work in an organization where I may utilize all my skills as a professional in the best way thereby achieving both personal and professional goals for the mutual benefits of the organization and my self

EDUCATION

M.Com

IGNOU Public University, India
2024 – Currently Pursuing

B. Com

MG University, India
2018 – 2021

Higher Secondary Education

CBSE, India
2018

Secondary Education

CBSE, India
2016

LANGUAGE

- English
- Hindi
- Tamil
- Malayalam

ADDITIONAL INFO

Nationality : Indian
Gender : Female
DOB : 03/06/2000
Passport No : V5719375

PROFESSIONAL EXPERIENCE

Data Base Creator

2023 – 2024

Master System Company – Dubai (Work From Home)

- Developed and maintained Oracle databases, including data modeling, performance tuning, and troubleshooting.
- Designed and developed PLSQL procedures and functions for data processing and reporting, resulting in improved efficiency and accuracy.
- Implemented database security protocols and disaster recovery plans resulting in improved data protection and system availability.
- Optimize database performance using advanced techniques like query tuning, indexing strategies, and inmemory computing

PROFESSIONAL SKILLS

- MS Office
- Tally erp9
- Flexibility
- Digital Proficiency
- Initiative
- Time Management
- Communication
- Organization
- Marketing
- Analytical Skills
- Attention to detail
- Teamwork

REFERENCE

Mrs. Aleena Johnson

Global Manager – Master System Company Dubai
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