



Sajiya

CSE, Front Desk, Counsellor
And Manager.

PROFILE SUMMARY

3+ years experience in customer relationships and front desk management with a floor manager. Work at tally epr-9 maintained Billings, checked mails , checked calls on screening and distribution of work. Team leader and an enthusiastic go getter. Outgoing individual with an honest and pleasant personality I.

PERSONAL INFORMATION

- ✉ Email
sajiyamirza2@gmail.com
- 📞 Mobile
(+91) 9560438381
- 📅 Total work experience
4 Years

KEY SKILLS

C
Management

OTHER PERSONAL DETAILS

City New Delhi
Country INDIA

LANGUAGES

- English
- Hindi

EDUCATION

2023 B.Com
Aryabhata College of Management and Technology,
Baghpat

WORK EXPERIENCE

Mar 2021 - Present CSE, Front Desk, Counsellor And Manager.
Sarin skin
I am working as a manger and leading the team to manage customer relations and experience. Coordinate with front desk and the technician by assigning the jobs. Make sure the work assigned is complete within the time boundary.