

# SAJIYA BEGUM

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New Delhi - 110030

## EDUCATION

**B. Com**  
Delhi University (SOL)  
2016-2019

**Diploma in E-Accounting**  
Recognized by MDU  
2015-2016

**C++**  
NIELIT  
2016

**12th class**  
CBSE Board  
2014-2015

**10th class**  
CBSE Board  
2013-2014

## COMPUTER QUALIFICATIONS

MS Office - MS word/ Excel/  
Power Point.

Tally ERP9  
Internet

## LANGUAGE

Hindi  
English  
Bangoli

## ABOUT ME

I am seeking a position that will allow me to apply and enhance my skill of being a good executive. I am eager to contribute my creative and hard work toward the successful of your management.

## WORK EXPERIENCE

- 20 dec 2021  
Working with Perma Healthcare Pvt. Ltd.  
From 20 dec 2021
- Working with Kids Care Play School, Office Coordinator  
From 1/10/19 to 31/06/20
- Working with Anurag convert primary and middle school I have 3 months experience as a Teacher.

## ROLE & RESPONSIBILITY

### Health Councillor

- Promptly handle an average of 80 customer Facebook calls as per day with a 90% customer satisfaction rate.
- Maintained a knowledge base of the evolving products offerings and doing Outbounding calls.
- sometimes maintained Inbounds calls for customer inquiries regarding products.
- Promptly handle an average Follow-up as per day.
- Maintained of WhatsApp Texting for a knowledge base of the products.
- Maintains of old customer Feedback calls too.
- Having customer's dispatching and order conformation details.

### Office coordinator

- Files manage
- Billings

### Teacher:-

- Nurse

## DECLARATION

I hereby declare the above mentioned information is correct up to my knowledge and I bear the responsibility of this declaration.