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**S. Fouzia**

Email :[fauziya.soh@gmail.com](mailto:fauziya.soh@gmail.com)

**Mob: +973 33098703 / 38858907**

**Muharraq, Kingdom of Bahrain**



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### **Career Objective**

Seeking a responsible post with growing opportunities in a reputed organization where I can utilize my skills.

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### **Career Summary**

- In depth knowledge of each job and each department.
- Expertise in providing the best solution to the organization.
- Proficient in executing the programs using the limited resources.

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### **Personal Qualities**

- Exceptional motivational skills.
- Excellent communication skills in written and verbal both.
- Remarkable patience with reliability and responsibility.
- Ability to make a strong and healthy relation among the employees.

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### **Key Responsibilities**

- Can manage supervising the each department.
- Make work plan to ensure the quality services.
- Insure the satisfaction of customers.
- Handle all the other responsibilities related to the job.

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### **Professional Experience**

#### **Security Solutions- Bahrain**

*Assistance in Control room operator*

- Maintain a track record of Staff
- Attendance, arranging job card.
- People Management Reporting

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## **Anvika it solutions**

Tele caller from 01 Jun 15 Till 31 March 17

☒ Records maintenance

- Incoming,Outgoing,Domestic,Voice
- Compensation administration
- Intrapersonal and communication skills
- Data analysis
- People Management Reporting

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- Adhered to strict Anvika policies and procedures regarding disciplinary issues

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### **Computer Knowledge**

- Excellent in basic use of computer.
- Proficient in working on MSoffice
- Internet Savvy
- Operating Systems: Windows 2000, Windows XP, Windows Vista
- Office Package: Microsoft Word, Excel, PowerPoint, Access
- Database: SQL and database applications

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### **Educational Qualification**

B.COM /VEERASHAIVA college /GULBARGA university /68%

### **Additional Skills**

- Type writing in English
- Skill Sets
- Excellent written and verbal communication skills.
- Team Building and team player
- Excellent interpersonal skills
- Analytical skills
- Keen observer

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### Personal Details

Name : S. Fouzia Begum

Date of Birth: 30-May-1985

Passport no : L2725897

Gender : Female

Marital Status: Married

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Nationality : Indian

Strengths : Enterprising, dependable, persuasive & hard working.

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Visa Status : Resident Visa (Husband Sponsorship)

I am fairly industrious & sincere person with good reasoning skills. My strength lies in analyzing & performing any given task with acumen.

I declare the information/particulars furnished above are true to the best of my knowledge

*Date:*

*S. Fouzia Begum*

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