**SAIYAD**



**MIS executive & Sales Coordinator / Office Assistant /Cashier**



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| D.O.B. | : | 27th -June-1992 |
| Nationality | : | India |
| Email Id | : | Saiyad-397353@gulfjobseeker.com  |
| Visa Status | : | On visit visa  |
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**Profile**

An MIS Executive & sales coordinator – or Management Information System Executive – is responsible for planning, coordinating and directing all computer-related activities within an organization. They help determine the company's information technology goals, and are responsible for implementing computer systems to meet those goals.

**WORK EXPERIENCE (7 years +)**

**1.**

**DESIGNATION: - MIS EXECUTIVE – SALES COORDINATOR** **(DEC-2015 TO OCT-2019)**

Report To Unit Head

Working in SAP & MS Excel, PowerPoint

Make a sales report everyday and send each team member

Communicated between Sales Team & Unit head departments provide support for sales activities Responsible for creating MIS & Data Analysis as require managements

Data entry of competitor NEWS papers.

Generating CCR report for sales team as per requirement. Planning and Tracking Team Activities and Deliverables

Make a presentation for Unit head every month for town hall meeting

1. **RESTAURANT**

**DESIGNATION: - CASHIER (EVENING SESSION)** **(JUNE-2018 TO NOV-2019)**

Report To Restaurant Owner

Bill Entry in Restaurant Software Take and fill orders

Assisting the cashier in generation of the daily cash reports

Assisted with clean-up ,Maintaining detailed records of served orders and collected cash Manage large sums of money daily

**3. VASAIWALA INDUSTRIAL TRANING CENTER**

**DESIGNATION: ADMIN ASSISTANT / COMPUTER INSTRUCTOR** **(2010 TO OCT-2015)**

Report To Principal: Mr. Tofique Bodava

Conduct clerical duties, including filing, answering phone calls, responding to emails and preparing documents

Control Student Documents & Also Staff / Teacher Attendance Strategy planning & administration

Front Desk Operations

Computer Teacher from the period of oct-10 to aug-15

Actively involved in supervising & managing operation planning & development and directing the day to day academic & associated operation of the ITI.

**Education**

**BACHELOR OF ART - Social sci.** Complete BA in Bhavnagar university passed In2014



**O Level- Diploma** **-** Foundation in diploma course in DOEACC society pass with B grade



**C.O.P.A** **- Computer Operator cum programming assistant–** pass in 2010 with 69 %



**HSC**



**SSC**



**-** Commerce Stream (Higher Secondary) Pass in 2009 with 64% **-** (Matriculation) Pass in 2007 with 59%

**Proficiency**

|  |  |  |  |
| --- | --- | --- | --- |
|  | SAP |  | Office Clerical |
|  | MS office |  | DTP |
|  | Advance Excel |  | Tally |
|  | Sales coordination | Basic hardware problem solving |
|  | Email coordination | OS & Software installation |

**Thanks,**

**Saiyad**