 **ZINNA**

E-mail: zinna.384083@2freemail.com

**CAREER SUMMARY**

* Experienced in maintaining Customer Relationship, motivation, training/development.
* Sound administrative ,financial &system management skills
* Quick to recognize opportunities, good ideas person, able to use creativity & have a vision for complex problems and plan growth strategies.
* Input sound product & technical knowledge to sales & marketing.

**CAREER GOAL**

To secure a challenging position in globally competitive environment. The position should offer scope for personal growth & development.

**EDUCATIONAL BACKGROUND**

**PROFESSIONAL**

* Completed M.C.A from Sastra University, Thanjavur in the year 2011.
* Completed B.SC (IT) from Ponniyah Ramajayam College of Arts and Science, Yaggapachavadi in the year 2009.

**EMPLOYMENT HISTORY**

**Company** : Nazmi Textile Mall, Brunei

**Position**: System Operator

**Experience:**January 2014 – March 2017

**Job Responsibilities:**

* Responsible of maintaining the personal details of all employees.
* Responsible of maintaining staff's medical details and insurance details.
* Responsible of maintaining stocks such as exported and imported stocks.
* Responsible of billing and maintenance of the products.
* Responsible of resolving user problems by answering questions and requests.

**Company**: SBV Techno Park India (PVT) Limited.

**Position**: Processor

**Experience:**September 2012- December 2013

**Job Responsibilities:**

* Entered various types of data into computer database.
* Maintained record of completed work.
* Responsible for tracking customer paperwork for multiple processes.
* Worked as a team member in a production work environment.
* Reported reviews to the Management.

**Company**: Manappuram Finance Ltd, Bangalore.

**Position**: Financial System Administrator

**Experience:**1 year (July 2011- July 2012)

**Job Responsibilities:**

* Maintain installation and configuration procedures.
* Perform daily backup operations.
* Perform regular file archival and purge as necessary.
* Create, change, and delete user accounts per request.
* Apply OS patches and upgrades on a regular basis.

**Company**: Reashma Mobiles Sales and Services,Thanjavur.

**Position**: **Store Manager.**

**Experience:**5 years (Mar 2006 - May 2011)

**Job Responsibilities:**

* Responsible of tracking the day to day business.
* Responsible of maintaining products like mobile phones, data cards and other electronic items.
* Maintaining Customer Relationship.
* Receipt and Payment cash on Mobil's, Sim cards and other Fancy Items.
* Report daily outstanding to the management.

**Technical Skills**

Operating System : WinXP, Vista, Windows7, Linux.

Office Automation **:**  MS-Office

**Extra Traits**

* Completed MICROSOFT Digital Literacy Certification Test.
* Hardware & Networking.
* Good Typing Skills.

**PERSONAL INFORMATION**

Religion : Muslim

Nationality : Indian

Sex : Male

Date of Birth : 22 - Oct - 1988

Marital Status : Married

Language : English, Tamil and Malay

**Declaration**

 I do hereby declare that all the statement made in this application is true, complete And correct to the best of my knowledge and belief.