

SHAIK SAJID BASHA

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LINKED IN:www.linkedin.com/in/sajid-basha-shaik-9997792a2 LOCATION: RIYADH,SUADI ARABIA

OBJECTIVE

To be **ADMIN-ASSOCIATE** with a growing organization that provides me with the scope to enhance my skills as per the latest trends and to become a team that progressively work towards the growth of the organization.

WORK EXPERIANCE

GLOBIVA SERVICES PRIVATE LIMITED

2024-2025

◦ **ADMIN-ASSOCIATE**

- Globiva Services private limited (Kotak bank process) Bengaluru
- Kotak mahindra bank (personal loan process)
- Handled outbound call to fill loan applications related to banking services
- Maintained service quality , addressed escalations and ensured resolutions tracking.
- Worked with CRM tools like salesforce for accurate costumers profile
- Respond promptly and professionally to incoming customer inquiries in person by telephone or by email.
- Communication Handle emails, phone calls, and internal/external correspondence
- Documentation Prepare reports, maintain records, and organize files
- Update databases and track information accurately
- Customer/Client Support Assist visitors or respond to inquiries
- Attention to Detail – accuracy in documents and data
- Problem-Solving – handling day-to-day issues independently
- Tech Skills – proficiency in tools like Microsoft Office or Google Workspace

BRAINO VISION SOLUTION PRIVATE LIMITED

01-2024/04/2024

◦ **AWS INTERN**

- Amazon web services (AWS)is the leading cloud platform offering on demand.
- IT services (compute ,storage ,database ,AI/ML etc.
- Over 200 services covering compute,storage networking, analytics developer tools and more.
- Rapidly provision services to quickly build test and deploy application
- Compute Virtual servers via Amazon EC2
- Storage Scalable storage with Amazon S3
- Databases Managed databases like Amazon RDS
- Networking Secure cloud networks using Amazon VPC
- Serverless Run code without servers using AWS Lambda

SIGNATURE SKILLS

- PROBLEM SOLVING
- CONTINOUS IMPROVEMENT
- DECISION MAKING
- HAZARD COMUNICATION
- CRITICAL THINKING
- MULTI TASKING ABILITY

EDUCATION

Annamacharya Institute of Technology and Sciences *ELECTRICAL & ELECTRONICS ENGINEERING*

- GPA: 6.9
- 2024

Board Of Intermediate Education, Andra Pradesh

- Sri Chaitanya Childerns Academy Junior College
- GPA: 6.3
- 2020

Board Of Secondary, Andra Pradesh

- St.Joseph English Medium High School
- GPA:8.8
- 2018

Skills

- QUALITY CONTROL
- AUTO CAD 2D DRAFTING &3D
- TALLY PRIME
- SALES FORCE CRM AMEYO CMS
- MS EXCEL , WORD
- POWER POINT
- SELF MOTIVATED WITH GOOD COMMUNICATION
- AWS WEB SERCICE
- PROBLEM SOLVING
- GOOD ORGANIZATIONAL
- GOOGLING -SEARCHING ENGINE EFFECTIVELY
- ATTENTION TO DETAIL TO SPORT VARIOUS HAZARDS AND COMPLETE INVESTIGATION

CERTIFICATIONS

- AUTO CAD 2024
- ACADAMY
- AMAZON WEB SERVICE
- BRAINO VISION SOLUTION 2024
- TALLY PRIME
- AYAN SOLUTIONS 2026
- SALES FORCE CRM
- CRM INSTITUTE
- MS OFFICE , MS WORD , MS EXCEL
- POWER POINT
- MATRIX SOLUTION 2025
- ELECTRIC VEHICLE TECHNOLOGY
- HIEE EMPOWERING ENGINEERS PVT LTD

LANGUAGES

- ENGLISH
- HINDI
- URDU
- TELUGU

IQAMA TYPE

TRANSEFERRABLE IQAMA

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