



Uneza Shaikh

Administrator

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Languages

English (Fluent)

About

As an administrator in the private firm, I used to organising project meetings. I was the key holder of the branch. My role was to typed up documents, responding to business enquiries, managing accommodations for my senior, training and helping my juniors and providing customer service.

BRANDS WORKED WITH

National Vegetable Firm Private Company

Experience

● Administrator

National Vegetable Firm Private Company | Aug 2018 - Now

Managed a team of 27 people from various backgrounds. Created the new system of digital transactions, maximizing profitability. Over exceeded the targets by 20% and reduced the time to market time by 2. Creating monthly and yearly target for the Dealer Network and the Department. Built and implemented the production request process for the whole network.

Education & Training

2023 - 2024

● Birmingham City University

MSc. Project Management, Project Management and International Business Management

2016 - 2018

● SGVU

Master in Business Administration- Human Resources,

2013 - 2016

● Jaipur National University

Bachelor of Science,