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| **MIDHATH MARIYA**  **SIDDIQUI** | MarkerSmart PhoneEnvelope | *Warangal, India-506001.*  *+91 798 9070 310.*  *midhathmariyasiddiqui@gmail.com* |

***Objective:***

To Work in a globally competitive environment on challenging assignment that shall yield twin benefits of job satisfaction and a steady pace of professional growth.

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| ***Experience:*** | **Front Office Executive**  Goldnoon Company Pvt. Limited | Warangal, India | May 2023 – Present.   * Managed front office phone systems, answering both internal and external calls regarding company queries, complaints and other information. * Maintained an active security presence by regulating office movements, screening customers and other tasks as required. * Effectively and efficiently dealt with customer complaints, offering smart solutions to maintain customer satisfaction and loyalty. * Handled guest complaints in a polite and friendly manner, providing effective solutions to maintain customer retention. * Managed administration duties, including updating records, filing bookings and other tasks as required.   **Data Entry Operator**  e-Data India (Work from home) | Warangal, India | Oct-2022 – Dec 2022.   * Created and maintained spreadsheets using Excel. * Identified errors in data entry and related issues, reporting to supervisors for resolution. * Coordinated, scheduled and executed in-depth data entry projects. * Assembled data from Data Collector transmissions or field documentation and entered data into web-based software. * Organized, assembled, and coded data for input into client-based software and databases. | |
| ***Skills:***   * Good Communication skills * Analytical thinking * Administrative operations * Multitasking and Problem solving * Attention to details * Team work * Time management | | ***Software Skills:***   * MS Excel * MS Word * MS Power Point * Outlook * Internet Fundamentals |

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| ***Education:*** | ***Master of Pharmacy (M. Pharm)***  *St. Peter’s College of pharmaceutical Sciences | Hanamkonda, Telangana | Currently Pursuing.*  ***Bachelor of Pharmacy (B. Pharm)***  Vaagdevi College of Pharmacy *| Hanamkonda, Telangana |2021.*  ***Higher Education***  SR Junior College | *Hanamkonda, Telangana |2021.* |

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| ***Certifications:*** | * Diploma in Office Automation (DOA) from Softech Computers * Drug Regulatory Affair Online Certification from Udemy. * Certified as **Registered Pharmacist** of Telangana State Pharmacy Council. |

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| ***Personal Details:*** | * Date of Birth: 19 March 1997. * Languages Known: English, Urdu, Hindi & Telugu. * Permanent Address: Warangal, Telangana, India. |