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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.
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| ***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.
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