SYED FAIZAN ALI

CONTACT

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EDUCATION AND TRAINING

2024

B.com Computers - A Bachelor of Commerce in Computer Applications

International Degree College Hyderabad

LANGUAGES

English: C1

Advanced

Hindi: C1

Advanced

Urdu: C1

Advanced

SUMMARY

Enthusiastic Self-motivated B.Com (Computers) graduate with training in data analyticsfresher with excellent problem-solving, communication, and teamwork skills. Ready to leverage academic knowledge and technical training to contribute to organizational success."

SKILLS

- **Technical skills.**
- Data Analysis Tools: Proficiency in. Microsoft Excel (advanced), SQL, Tableau, and Power BI.
- Data Visualization: Creating dashboards and visual reports using Power BI. As basic level.
- Problem-Solving: Applying logical reasoning to identify and solve business issues.
- **Soft skills**

- Communication Skills:
- Team work and collaboration:
- Problem-solving:
- Adaptability:
- time management:

EXPERIENCE

Receptionist in Dentistry
Faizan | Hyderabad , India

11/2023 - 04/2024

- Provided excellent customer service at all times while interacting with both internal and external customers.
- Processed customer payments using cash registers or point-of-sale terminals according to company policies and procedures.
- Scheduled and confirmed appointments and meetings for management team.
- Answered and directed incoming calls using multi-line telephone system.
- Maintained daily calendars, set appointments with clients and planned daily office events.