



CURRICULUM VITAE

TAYYABA

BACK OFFICE

My name is Tayyaba and I am a back office with more than 7 years of experience. I have worked in advertising agencies and for small business owners.

GET IN TOUCH



+918393899652



Dharampal Awana Sec 27
Noida, Up – 201301



tayyabaturki@gmail.com



Tayyabaturki@linkdin.com

SPECIALIZATIONS

- Software
- Application
- Customer care
- Social media
- Office

WORK EXPERIENCE

Sr. Sales Executive

**Dgas sky world sms
technology pvt.Ltd**

August 2019 - Dec-2021

- Sale Sms package
- Handling campaigns
- Daily report sms packages
- Handling jingal campaigns

Back office executive

**Dhani business solution
pvt. Ltd**

June 2017- August 2019


- Responsible for all loan query
- Verify document
- Prepare to MIS report
- Reports to senior

Sales Manager

**Royal1 conn comm pvt.
Ltd Dec 2021 - Present**

- Sale SMS package
- Handling campaigns
- Daily report sms packages
- Handling jingal campaigns
& ivr

MY EDUCATION

- 10th Class passed from UP Board
 - 12th Class passed from UP Board
 - BA Passed from MJP Rohilkhand University, Bareilly
 - MA Passed From MJP Rohilkhand University, Bareilly
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Professional Qualification

- Basic knowledge Of Computer.
- Tally
- Excel
- Internet

Personal Details

Date of Birth :- 31/08/1998

Father's Name :- Mr.Akhtar Ali

Marital Status :- Unmarried

Gender :- Female

Religion :- Muslim

Language :- Hindi, Urdu & English

Declaration;

i hereby declare that all the above statement are true complete are correct to the best of my knowledge and belief.

Place

Date

Tayyaba

