



SAFA BANU

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OBJECTIVE:

Detail-oriented and ambitious individual seeking an administrative position where I can utilize my communication, organizational and problem-solving skills to contribute to the smooth functioning of the team. To secure a challenging position where I can effectively contribute my skills and knowledge as a professional for the growth of the organization and myself.

SKILLS & ABILITIES:

- Communication skill.
- Team player
- Detail-Oriented
- Quick learner
- Leadership
- Administrative skills
- Work under pressure.
- Decision making
- Time management

TECHNICAL SKILLS:

Software: Microsoft Office (Word, Excel, PowerPoint), Google Sheets.

PERSONAL DETAILS:

Date of birth: 18-10-1999

Visa Status: Residence Visa

Languages known: English, Hindi.

Address: Nuaimiya tower C, Al Nuaimia, Ajman.

LinkedIn Profile:

www.linkedin.com/in/safa-banu-407938246

Nationality: Indian

EXPERIENCE:

Nielsen (Gracenote) – Planning Co-Ordinator (February 2023- August 2024) (Mangalore, India)

- Developed employees monthly shift rosters based on project needs and business-as-usual requirements.
- Awarded as “**Employee of the month for the month of May 2024**” for actively managing additional responsibilities.
- Provided support to the managers and employees, assisted in daily office needs, coordinated and scheduled meeting.
- Planned coverage solutions for public holidays, after-hours, and on unexpected peak loads and managed company’s general administrative activities.
- Collaborated with team leads to assess staff performance and align tasks with individual strengths.
- Verified and processed TV Listings information, enriching it with necessary metadata within strict deadlines.

Infosys Limited – Senior Operations Executive (July 2022- Feb 2023) (Mangalore, India)

- Performed administrative duties by providing support on various internal and external tools used across the specified project.
- Assisted in recruiting of new employees, scheduled interviews and maintained employee data based on business requirements.
- Led a team of operation professionals, offered training on operational tools and ensured smooth day to day functioning.
- Utilized MS Excel for recording and managing critical database information via XML sheets.
- Collaborating with other departments to streamline operations and enhance productivity.

Infosys Limited – Operations Executive (January 2021- June 2022) (Mangalore, India)

- Supported project teams by maintaining key project requirements and executing tasks efficiently.
- Leading and overseeing all operational and implementing strategic plans to optimize operational efficiency.
- Continuously monitored systems, identifying areas for improvement to enhance throughput.

EDUCATION:

- **Bachelor of Computer Application (BCA) (2017-2020)**
 - St. Agnes College, Mangalore, India
 - Aggregate percentage of marks is 84.38%