



Sunaifa Thayattuchira

Data Processing Associate

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Address: Thayattuchira House, Patterkadavu Po,
Malappuram, Kerala, India, Pin Code - 676519

Nationality: Indian

CAREER OBJECTIVE

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a professional, use and develop my aptitude to further the organization's objectives and also attain my career targets in the progress.

EXPERIENCE

Data Processing Associate (Remote)

Al Maidana General Contracting & Maintenance

Abu Dhabi, UAE.

Working Remotely from India.

March 2024 - Present

- Collaborate with maintenance engineers to gather required data for the company portal.
- Ensure accurate and timely updates in the portal based on the collected information.
- Generate progress reports and provide updates to leadership.

Digital Marketing Executive

Shah Digital Marketing Agency

Malappuram, Kerala

December 2022 - January 2024

- Wordpress Website development
- Content creation
- SEO

SKILLS

- ✓ Proficient in Microsoft Excel and data management tools
- ✓ Proficient in creating reports using Excel and reporting tools
- ✓ Content Creation
- ✓ Data Collection and Analysis
- ✓ Effective Communication and Coordination

STRENGTH

- ✓ Building strong relationships with customers and teams
- ✓ Ensuring accurate and timely updates in systems and reports
- ✓ Delivering actionable insights through progress tracking and reporting

EDUCATION

Course	University / Board	Year	Aggregate / Score
B.A English	Indira Gandhi National Open University	2022	In progress
Higher Secondary Education	Kerala HSE Board	2016	80 %
AISSE (High School)	Central Board of Secondary Education (CBSE)	2014	83 %

REFERENCE

1. Mr. Shafeer
Manager, Al Maidana General Contracting & Maintenance
Mobile: +91 971509746299
2. Mr. Salahudheen
Shah Digital Marketing Agency
Malappuram, Kerala
Contact No: +91 8891686627