

SHARIQUE SAIFI
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PROFESSIONAL, ADMIN AND FACILITY

*A result-oriented professional with excellence in managing **ADMIN AND FACILITY activity** with hands-on exposure in Manage the things in office and facility*

Profile Summary

Experienced office administration professional with excellent organization skills and history leading process improvement initiatives to improve overall efficiency

- Offering **nearly 01 years** of extensive experience in admin and facility management.

Organisational Experience

Physics Walla (Website: www.physicswalla.com)
471/1 Mangal Pandey Nagar Meerut, Uttar Pradesh 250005
as a Floor Incharge
Since May' 24 to till

Key Result Areas:

- Maintain classroom discipline and an allocated floor also.
- Floor cleanliness checklist and 3rd party monitoring.
- Ensure timely distribution of study material DPP etc.
- Relay daily academic and non-academic communication faculty and students etc.
- Report and address daily faculty and student concern to management (AOM/FC/BH)
- Ensuring before 30 min starting the class the audio and video of the screen is well tested and escalate the issue (mic, audio, video) to related stakeholder.
- check automation app is working or not and shut down the system only after checking the tracker that the video has been uploaded.
- video with class notes uploading on Google drive after cross check with BM load or dashboard that all the lectures uploaded on dashboard (if not uploaded by automation).
- Always available overall to coordinate relevant stakeholders (FM, BM, IT, etc.)
- Support in invigilation test conducting

Academic Details

B.S.C from Meerut College Meerut

Personal Details

Date of Birth: 16th July 1999
Languages Known: English, Hindi & Urdu
Present Address: Moholla Jatan Town Phalauda Mawana Meerut- 250401