

## PASSPORT INFORMATION

Passport No. : X7439431  
Date of issue : 24/04/2023  
Date of expiry : 23/04/2033  
Place of issue : Ranchi

## VISA STATUS

Tourist / Visit Visa  
Valid till : 20 Nov 2025

## CONTACT

- nazisheqbal29@gmail.com
- (+971) 555-343285
- Dubai, UAE

## EDUCATION

KOLHAN UNIVERSITY  
B.sc, Mathematics  
2022

## SKILLS

- Google Sheets
- MS office
- Quick learner
- Multi-tasking

# Nazish Eqbal

## OFFICE ADMINISTARTOR

Customer-service oriented professional with 2 years of experience in client relations and a strong aptitude for administration. Skilled in problem-solving, managing high-volume calls, and organizing documentation. Seeking to apply organizational and multitasking abilities as a dedicated Office Administrator.

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## EXPERIENCE

### PROCESS ASSOCIATE CUM OFFICE ADMINISTRATOR

Oct 2023 - Sep 2025

Provided timely and professional operational support and issue resolution to internal teams and external clients. Generate daily, weekly, and monthly reports on process metrics, performance, and workload status using tools like MS Excel. Conduct regular quality checks and audits on processed data and transactions to identify and correct discrepancies.

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## PROJECT

TCS-YEP (YOUTH EMPLOYMENT PROGRAM)

### Company: Tata Consultancy Services

Duration: 90hrs

A program facilitated by TCS to train aspirants for corporate world and help them build confidence to face challenges

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## EXTRACURRICULAR

- Received "Employee of the month award" at Genpact India Pvt Ltd.
- Bagged 2<sup>nd</sup> position in "Science & Technology competition" at Xplore 2022.