




HIZA MALIK

 Office Administrator

 +91 6303 270 697

 hizamalik2005@gmail.com

 H.No 1-2-23/3/A, Quadri Bagh,
Amberpet, Hyderabad

ABOUT ME

I am a responsible and organized person with strong communication skills. I have experience in handling office tasks like managing schedules, keeping records, answering calls, and helping customers. I am good at multitasking and solving problems quickly. I work well in a team and always try to keep the workplace running smoothly. I am eager to learn new skills and help the company succeed.

CAREER OBJECTIVE

I aim to work in a challenging and growth-oriented environment where I can use my administrative, communication, and organizational skills to support the team and contribute to the company's success. I am eager to learn, take on responsibilities, and grow both personally and professionally in a stable and supportive workplace.

LANGUAGE

Hindi English Urdu

HOBBIES

 Cooking  Singing  Tennis

EDUCATION

MCA	A. U, Kalaburgi —	2020	79.1%
B.Sc.	A. University —	2017	69.87%
PUC	A. P.E, Bangalore —	2014	62.5%
SSLC	A.S.E.E.B —	2012	62.4%

WORK EXPERIENCE

Office Administrator Jan. 2024- March 2025
Gallant Business Solutions www.gallbiz.com, RedHills

Worked as an Office Administrator handling local and international business inquiries. Supported consulting activities, managed schedules, and ensured smooth front-desk operations with a professional approach.


Office Administrator Nov. 2022- Dec. 2023
Goglo Skin and Hair Clinic, Ameerpet

Worked as an Office Administrator handling calls, scheduling appointments, and providing service details. Followed up with leads and ensured smooth front office operations while maintaining a polite and professional attitude.

REFERENCE

Yousuf Malik

Accounts Manager, AL Maizer I.T. Solutions, Fujairah - U.A.E.

 +971 56 457 3454

 info@almaizer.com

Skills

 Team Work  Communication  Time Management




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