



SAIYAD NAIN

OFFICE ASSISTANT, SALES AND MARKETING,
COMPUTER OPERATOR

EDUCATION

2022 - 2025

BACHELOR IN COMPUTER APPLICATION

- Graduated in Web Developing.

PROFILE INFO

Experienced office executive and computer operator with expertise in website design, data entry, system administration, and troubleshooting. Proficient in managing technical duties efficiently, ensuring smooth operations, maintaining accuracy, and providing dependable digital solutions to promote business growth and efficiency.

SKILLS

- Advanced Computer Skills
- MS Word Skills
- MS Excel Skills
- Online Portal Handling
- Office Equipment Skills
- Record Management Skills

LANGUAGES

- English (Basic)
- Gujarati
- Hindi

CONTACT

☎ +91 9664717731

✉ saiyadnain84@gmail.com

📍 Parimal Society, Palitana.

EXPERIENCE

SALES AND MARKETING & RECORD MANAGEMENT

2020 - 2025

SPHINX DIGITAL MARKETING | BHAVNAGAR

- I work as a Customer Relationship Executive and Web Developer at Sphinx Digital Marketing Company, where I manage client interactions, analyze business requirements, and create responsive, user-friendly websites.

DATA ENTRY OPERATOR & WEB DESIGNING

March - May 2025

DREAM DRIFT DESIGNS PVT. LTD. | BHAVNAGAR

- I work as a Data entry operator and web designer at Dream Drift Designs Company, where I specialize in creating secure, and responsive websites, and managing all records.

OFFICE EXECUTIVE & RECORD MANAGEMENT

2023 - 2025

TRIPLE ONE WEB STUDIO | PALITANA

- I work as a Office executive and record management and web designing at Triple One Studio. and managing all records to analyze business requirements.