

RAFSANA NOOR

Receptionist



SUMMARY

2+ years of experience as an office Admin. An organized and goal-oriented professional seeking a position as an assistant role using analytical skills, knowledge of office administrative procedures and a strong background in office management.

PERSONAL INFORMATION

DOB: 15th November 1995
Mankhool, Burdubai (HO)
United Arab Emirates
Nationality : Indian

CONTACT

■ +0544109956
✉ RAFSHAN100@gmail.com

LANGUAGE PROFICIENCY

- ENGLISH
- HINDI
- MALAYALAM

DIGITAL SKILLS

- MICROSOFT EXCEL
- TEAM COORDINATOR
- TIME MANAGEMENT
- ORGANIZATIONAL SKILLS
- DETAIL ORIENTED
- GOOD COMMUNICATION

PASSIONS

- TRAVELING
- READING

WORK EXPERIENCE

- ◆ **ADMINISTRATOR**
(Luminous Dental Lab at Satwa, Dubai)
August 2024
- ◆ **DATA ENTRY CLERK**
(Famous Autoconsultant)
2018-2023

EDUCATION

- **BACHELOR OF COMMERCE**
2013 to 2016 – MG University
Country : India
- **MEDICAL CODING**
Skyline Medical coding Institute
15-04-2022 TO 10-11-2022
City : Dubai Country : United Arab Emirates
- **HIGHER SECONDARY SCHOOL LEAVING CERTIFICATE**
2011-2013
Kerala Board of Public Examination
- **SECONDARY SCHOOL LEAVING CERTIFICATE (SSLC)**
2011
Kerala Board of Examination

MAJOR STRENGTHS

- ◆ Acquainted with computers and work on Microsoft office (word, excel, power point, outlook).
- ◆ Dedicated, Hardworking and result oriented.
- ◆ Ability to work in a team or an individual.
- ◆ Sociable, pleasing mannered and have good sense of responsibility.
- ◆ Flexible and can adapt to a given situation
- ◆ Good interpersonal communication

DECLARATION

I declare all the above details are true in the best of my belief and knowledge.