

# 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: 15<sup>th</sup> November 1995  
Mankhool, Burdubai (HO)  
United Arab Emirates  
Nationality : Indian

### CONTACT

■ +0544109956  
✉ [RAFSHAN100@gmail.com](mailto: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.