

## **APPLICATION**



From,  
Mrs. Fehmiya Khan  
Muweilah Commercial, Sharjah - U.A.E  
Mobile No: 055 83 98 499  
Email Id : khanfehmiya@ymail.com

Date: 10<sup>th</sup> December, 2018

To,  
The HR Manager  
Dubai, U.A.E.

Subject: Application for the post of Receptionist/ Data Entry/ Admin Assistant

Respected Sir/Madame,

I would like to apply for above mentioned position in your esteemed organization. I believe that my qualifications, education and experience would make me a right candidate for the position. If given an opportunity, I will work to the best of my ability.

Below is my resume that more fully details my background and work experience.

Thank you in advance for your consideration.

Kind regards,

(Mrs. Fehmiya Khan)

## Resume

- **NAME** : Mrs. Fehmiya Khan
- **ADDRESS** : Muweilah Comercial, Sharjah, U.A.E
- **CONTACT NO** : 055 839 84 99
- **EMAIL ID** : [khanfehmiya@ymail.com](mailto:khanfehmiya@ymail.com)

### **WORK EXPERIENCE:**

- 1. NAME OF THE COMPANY** : Signature Events.
  - 2. TIME PERIOD** : 01<sup>st</sup> October, 2010 to 01<sup>st</sup> April, 2011.
  - 3. DESIGNATION** : Worked as Receptionist cum Office Assistant.
  - 4. JOB PROFILE** :
    1. Performed general clerical work
    2. Handled petty cash
    3. Handling phone calls and email
    4. Power point presentations
    5. Maintaining files & documents
    6. Data entry.
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- 1. NAME OF THE COMPANY** : Hawle Mid Est.
  - 2. TIME PERIOD** : 10<sup>th</sup> June, 2012 to 10<sup>th</sup> February 2015.
  - 3. DESIGNATION** : Worked as Receptionist cum Secretary.
  - 4. 4. JOB PROFILE** :
    1. Preparing Invoices, Quotations, Sales order
    2. Follow-up for payments
    3. General clerical work
    4. Handling phone calls and email
    5. Maintaining files & documents, data entry.

## **EDUCATIONAL QUALIFICATIONS**

2006, Bachelor of Science specialized in Zoology,  
from Goa University achieved 58% ( degree Attested)

## **PROFESSIONAL QUALIFICATION**

Diploma in Administration Assistant from Stenodac  
Institute from Margao, Goa. Achieved 77%

## **STRENGTHS & ABILITIES**

1. Hardworking, Responsible, Punctual.
2. Fluent in English.
3. Good computer skills ( Word, Excel, PowerPoint , Outlook )
4. Good telephone skills.
5. Attitude to understand & learn new work fast.

## **INTEREST OR HOBBIES**

Reading, Painting & Travelling

## **PERSONAL PROFILE**

- |                           |  |
|---------------------------|--|
| 1. <b>DATE OF BIRTH</b>   | : 13 <sup>th</sup> October, 1984             |
| 2. <b>NATIONALITY</b>     | : Indian, Goa                                |
| 3. <b>MARITAL STATUS</b>  | : Married                                    |
| 4. <b>VISA STATUS</b>     | : Husband sponsorship                        |
| 5. <b>LANGUAGES KNOWN</b> | : English, Hindi, Marathi, Konkani and Urdu. |

## **DECLARATION**

I hereby declare that the above given information is true & correct.

(Mrs. Fehmiya Khan)