

SHAHINA HUSSAIN



EMAIL

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CONTACT NUMBER

+ 971 545974978

CONTACT ADDRESS

Muweilah
Sharjah

PERSONAL DATA

Date of Birth : Sep 17, 1998

Gender : Female

Nationality : Indian

Religion: Islam

Marital Status : Single

Driving License: Valid Indian

PASSPORT DETAILS

Passport No : T5582804

Place Of Issue : Cochin

Date Of Issue : 04/04/2021

Date of Expiry : 04/08/2021

Visa Status : Visit Visa

LANGUAGES KNOWN

English, Tamil, Malayalam

AREAS OF INTEREST

Customer Service

Operations

Accounts

Administration

CURRICULUM VITAE

CAREER OBJECTIVE:

To acquire a challenging job in a reputed organization to utilize all my potential and educational qualifications for the benefit of the organization and for my carrier growth

SKILLS AND SPECIFICATIONS:

- ❖ Exceptionally fast, efficient and organized.
- ❖ Excellent written and communication skills.
- ❖ Able to work independently and under pressure.
- ❖ Highly trustworthy, discreet and ethical.
- ❖ Ability to maintain good relationship with colleagues as well as internal customers
- ❖ Hardworker with honest approach to buissness.
- ❖ Excellent team player.
- ❖ Excellent IT Skills
- ❖ Confident and positive candidate with highly developed problem solving and analytical skills.
- ❖ Multi tasker with a strong attention to detail.

EXPERIENCE

SSIT CAMPUS– ADMINISTRATOR

April 2019 till 15th Dec2020

Location: Alleppey, Kerala,

Job Involves:

- Used Microsoft Excel and other software tools to create documents and other communications.
- Resolved problems, improved operations and provided exceptional services.
- Used Coordination and planning skills to achieve result according to schedule.
- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support team work.
- Identified issues, analyzed information and provided exceptional service.
- Shedule Appointments.
- Manage phone calls and corresspondance.
- I excel to meet deadlines.
- Provide guidance and support as needed.
- Perform other duties as assigned.

Educational Attainment:

Bachelor of Business Administration – University of Kerala, Kerala, India

Higher Secondary Education – Biology Science Board of higher Secondary education, Govt. of Kerala, India.

Secondary School Leaving Certificate, Central Board of Secondary Education, Kerala India

Computer Skills

- MS Word
- MS Excel
- MS Power Point
- Tally ERP9

I hereby declare that the above-mentioned details are true and correct to the best of my knowledge and belief.

Thanking you,

SHAHINA HUSSAIN