



SHABEEHA SHIRIN

Sharjah, UAE

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shabeehaashi@gmail.com

Date of Birth : 07-02-1998
Nationality : Indian
Sex : Female
Marital Status: Married
Religion : Islam
Visa Status : Family
visa

Languages Known:
English
Hindi
Malayalam

PASSPORT DETAILS

Passport No : P513988
Date of Issue : 14-01-2017
Date of Expiry: 03-01-2027

Curriculum Vitae

CAREER OBJECTIVE

Seeking responsibility and challenging opportunity that would utilize and encourage my abilities through dedicated hard work and resources of the company to achieve combined growth.

PERSONALITY TRAITS

- ❖ Serves customers by selling products and meeting customer needs.
- ❖ Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
- ❖ Sincere, Punctual, Co-operative and Versatile
- ❖ Easily adaptable to changing work environment
- ❖ High degree of confidence, positive attitude, good team spirit and hardworking capability
- ❖ Good communication skills
- ❖ Patience, pleasant and hardworking
- ❖ Keeps cordial relation with staff, colleagues and managers
- ❖ Ability to work as a team member

ACADEMIC QUALIFICATION

- ❖ Higher secondary (Plus Two)
- ❖ High School (SSLC)
- ❖ Hospital Administration(TUV SUD)
- ❖ DEGREE (BSC) not completed
- ❖ Tally ERP GCC VAT
- ❖ WORD & EXCEL

WORK EXPERIENCE

- ❖ Working experience as administrator 1 year
karroXLmt.@ponnani kerala

DECLARATION

I hereby declared that all the above details are true and correct to the best of my knowledge.

SHABEEHA SHIRIN