



SHABEEHA SHIRIN

Sharjah, UAE

Mob:+971 0559456032

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