

CURRICULAM VITAE



SAINABA P P

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PERSONAL DETAILS

Nationality : India
Marital Status : Married
Religion : Muslim
D.O.B. : 02/06/1991

PASSPORT DETAILS

PassportNo : L2364125
Issue Date : 21/06/2013
Expiry Date : 20/06/2023

VisaDetails : **Residence Visa**
Expiry Date : 18/09/2023

PROFILE SUMMARY

To seek a dynamic and challenging career in an industry and to strive for excellence with my knowledge and team effort while making positive contribution to promote the individual opportunity and professional growth.

OBJECTIVE

To be a part of an organization where I can fully utilize my skills and make a significant contribution to the success of the employer and at the same time my individual growth.

ACADEMIC PROFILE

- **DIPLOMA** in **GRAPHIC DESIGNING FROM NIET** (National Engineering & Information Technology)
- **DIPLOMA IN MICROSOFT OFFICE MANAGEMENT 2008 FROM NIET** (National Engineering & Information Technology)
- **PLUS TWO**
- **S S L C**

PROFESSIONAL EXPERIENCE

- **Currently working** as a Customer Service Associate in **Pure Health from 05/09/2021**
- **Eight Months** experience in Telesales at **TANSHEET AL MUBASHIR TECHNOLOGYLLC**
- **THREE Month** experience in **PHOENIX TRADING LLC, AL RAS, DUBAI** as **Accountant (Temporary contact)**
- **SIX Months** experience in **CHILTERN TMC CONSULTANCY, DEIRA, DUBAI** as **Receptionist & Accounts**
- **THREE Months** experience in **PHOTO PARK, DAFZA, DUBAI** as **Photography, Editing & Data Entry (Temporary contact)**
- **TWO Year** Experience in **ZAINA DESIGNS, Malappuram** as **Photo Album Designing & Receptionist**
- **THREE Years** Experience in **DREAMS STUDIO, Malappuram** as **Receptionist, Photo Designing, Photography and Admin Data Entry**
- **TWO Years** Experience in **AJANTHA STUDIO, Malappuram** as **Photo Designing and Admin Data Entry**

LANGAUGES KNOWN

- Malayalam
(Read/Write/Speak)
- English
(Read/Write/Speak)
- Hindi
(Speak)
- Arabic
(Read/Write)
- Tamil
(Speak)

FAVORITE PURSUITS

- Photo Graphic
- Music
- Traveling.

PERSONAL QUALITIES AND STRENGTHS

- Excellent communication skills with an attractive personality.
- Good listener and Quick Learner
- Strong organizational skills with ability to work in high stress under deadlines.
- Adaptable and disciplined

COMPUTER PROFICIENCY

- Photo Designing (Photoshop)
- Data Entry in Excel or Any Software
- DTP in English & Malayalam (Bio-data, Resume, etc...)
- MS Office
- Good exposure to MS Word, MS Excel, Power point etc.

DECLARATION

I do hereby declare that the particulars of information and facts stated here in above are true, correct and complete to the best of my knowledge and belief.

Date :

Yours faithfully

Place : DUBAI

SAINABA PP