

H.MUBEENA BEGUM

Dubai -UNITED ARAB EMIRATES

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Highly motivated and Goal oriented professional seeking an opportunity to contribute abilities and knowledge for personal as well as professional growth. Ready to accept the challenges contribute in productivity of an organization.

Key Skills & Expertise

Having Adequate knowledge and experience in Typing.

MS – Word, Excel, Power Point, Outlook, email and Internet.

Organizational Contour

Worked in "Computer Age Management" as an Customer support officer

Feb 2019- Oct 2021

Key Results Areas:

- ☐ Team management.
- ☐ Responsible for making sure that all store policies, procedures, and controls are followed.
- ☐ Coordinate and oversee the planning, organizing, and delegating of work among staff.
- ☐ Ensure that store personnel provides exceptional customer service. This includes answering questions and a
- ☐ Creating a combination of real value for money and outstanding customer services

Experience in the same company (CAMS) - 2011-2018 Worked as

an "Client Response".

- ☐ Appreciated by Higher level management in numerous occasions for the hard work and dedication.
- ☐ Analysed the individual performance of each team to member and motivated team to perform high levels.
- ☐ Client Appreciation mail for completed the data with quality and TAT.
- ☐ Star Performer awards for every quarter.
- ☐ Creating a combination of real value for money and outstanding customer services.

Professional Achievements

- ☐ Completed – NISM 2B module with 64 Percentage

Academic Credentials

- ☐ B.Com (General) from Justice Basheer Ahmed Sayeed College (S.I.E.T)
- ☐ Higher secondary school – S.S. Higher sec school year of Passing – 2008.
- ☐ Secondary School Leaving Certificate - S.S. Higher sec school year of Passing – 2006.

Training & Development

- ☐ Leadership skills / Communication skills /Personal effectiveness / Physical disciplines.
- ☐ Presentation skills / Time management.

Areas of Interest

☐ Sharing of Knowledge / Travel / Public Relations / Photography /Musically Inclined.

Personal Dossier

Date of Birth : Jan 03 1991

Marital Status : Married

Father's Name : Mr. Hayath Basha

Permanent Address : No . 67/22, Eluthukaran Street, Kaladipet,
Chennai: 600019, Tamilnadu , India.

Passport Details :

Languages Known : English, Hindi, Tamil and Urdu

References : Available upon request.