



# NIZBA BANU

UAE

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## **CAREER OBJECTIVE**

Seeking a job that would allow me to work in a competitive environment and exploit my skills and abilities to contribute for the progress of the organization and that would provide me opportunities for my career advancement.

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## **PROFILE SUMMARY**

An enthusiastic fresher with highly motivated and leadership skills having studied Bachelor's degree in Commerce. I have the ability to work long hours, often under pressure, as an individual as well as in group.

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## **EDUCATION**

**SRI VENKATARAMA WOMEN'S COLLEGE, Karkala, India**  
**BACHELOR OF COMMERCE FROM MANGALORE UNIVERSITY- 2016**

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**KMES PRE- UNIVERSITY COLLEGE, Karkala, India**  
**DEPT OF PRE-UNIVERSITY EDUCATION: COMMERCE- 2014**

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**KMES ENGLISH MEDIUM SCHOOL, Karkala, India**  
**KARNATAKA SECONDARY EDUCATION BOARD: SSLC- 2011**

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## **WORK HISTORY**

### **RECEPTIONIST (10 MONTHS)**

**POWER TOOLS SALES & SERVICES, Karkala, India**

- Answering all incoming calls
- Meeting and greeting visitors ensuring signed in and inducted
- Opening distributing, collecting and taking the post
- Dealing with any enquiries at the reception
- Reporting any problems to the office manager
- Ensuring that the reception area is tidy and clutter free

- Monitoring stationary stock and reordering when required
  - Operating a computer system and photo copying, filing etc.
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### **SKILLS**

- Excellent telephone manner
  - Can offer warm & friendly greeting to visitors.
  - Smart presentable appearance
  - Ensuring an efficient running and operation of the reception desk
  - Good organization and proactive
  - Self-motivated, proactive & hard working.
  - MS Office.
  - Photoshop, CorelDraw, PageMaker, Nudi & Baraha
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### **BIODATA**

- **DOB:** 12-MAY-1995
  - **SEX:** Female
  - **PASSPORT DETAILS:** S6274496
  - **VISA STATUS:** Visit Visa
  - **LANGUAGE KNOWN:** English, Hindi, Kannada, Urdu
  - **MARITAL STATUS:** married
  - **NATIONALITY:** Indian
  - **HOBBIES:** Drawing, Cooking & Reading Books.
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### **DECLARATION**

**I HEREBY DECLARE THAT INFORMATION FURNISHED ABOVE IS TRUE  
TO THE BEST OF MY KNOWLEDGE AND BELIEFF**