

AFFRINA PARVEEN SAHABUDEEN

P.O.Box:435, Al Majaz-3, Sharjah, U.A.E.

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CAREER OBJECTIVE

To work in an organization with challenging and dynamic work environment, where my abilities are used to its potential both for the growth of the company and myself, and to be an integral part of the company with opportunity to serve & grow.

EDUCATIONAL QUALIFICATION

Sl.No	Course	Name of The Institution	University/ Board	Year of Passing	CGPA/ Percentage
1	MBA Supply Chain Management	Brilliantz Institution, Sharjah, U.A.E.	Jaipur National University	Under Graduation	NIL
2	B.A. English	Yuvakshetra Institute of Management Studies, Palakkad.	Calicut University	2019	71.50
3	HSC Commerce	Palghat Lions School, Palakkad, kerala.	CBSE	2016	72
4	SSLC	Emirates National School, Sharjah, U.A.E.	CBSE	2014	69

SOFTWARE SKILLS

- ✓ Operating System : Windows- XP, 7, 8 10.
- ✓ Packages : MS Word, Excel, PowerPoint, Photoshop.
- ✓ Web Technologies : HTML, Basic Web Designing.

KEY SKILLS AND MANAGEMENT

- Meeting Objective & Flexibility.
- Identifying Problems & Promoting Solution.
- A Quick Learner with 'Can do' Attitude.
- Knowledge of safety guidelines of airport.

AREAS OF INTEREST

- ✓ Procurement & Inventory Management.
- ✓ Airport, Ship freight forward & Customer Support.
- ✓ Receptionist & Customer Support.
- ✓ Administration & Clerical Work.
- ✓ Teaching Assistant Work.

EXPERIENCE

Brilliant Minds Centre, Ajman, UAE

Working as Administrative clerk

Work profile:

- ✓ Greeting Visitors.
- ✓ Manage telephone, email, and social media inquiries.
- ✓ Creating and maintaining computer records.
- ✓ Maintaining paper files.
- ✓ Monitoring stock levels and ordering supplies as required.
- ✓ Performing basic book keeping duties.
- ✓ Booking meetings and seminars.
- ✓ Weekly Plan Scheduling.
- ✓ Maintaining ReportCard.ae system.

ACHIEVEMENTS AND ACTIVITIES

- ❖ Participated in NPTEL Examination and Scored 60%.
- ❖ Got Achievement Award at School (2007).
- ❖ Participated and got Prizes in Essay writing and Elocution Competition at School Activities.
- ❖ Off- Campus Volunteer Work.
- ❖ Attended National Seminars and Workshops at College level on Research Paper Writing, Eco-criticism and Poetry Appreciation.
- ❖ Did Research Paper: Ecofeminism on Selected Poems of Mary Oliver.

PERSONAL PROFILE

Name	: Affrina Parveen.S
Father's Name	: M.Sahabudeen
DOB	: 27-01-1998
Marital Status	: Single
Nationality	: Indian
Visa Status	: Residence Visa (Father Sponsorship)
Languages Known	: English, Hindi, Tamil, and Malayalam.

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

AFFRINA PARVEEN S