

# Mariya Momin Yusuf Khan



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Date of Birth: 7<sup>th</sup> October 1994

Address – 705, Arabian Gates, Silicon Oasis, Dubai.

## OBJECTIVE:

- I am looking for a suitable position in an organization to work at the best of my knowledge and ability where the organization can benefit from my services and in return enhance my skills.

## PROFESSIONAL TIMELINE:

### ● AGPRO Healthcare Services

- **Designation** – Executive Administrator
- **Duration** – 18 months
- **Year** – Dec, 2019 to July, 2021
- **Roles & Responsibility:** Responsible for managing the schedules and communications of key company executives, my duties include prioritizing emails and phone calls, gathering documents to prepare for meetings and coordinating travel arrangements.

## ACADEMIC BACKGROUND

→ Bachelors of Commerce, SNDT University, Mumbai – India

Year: 2021

→ Diploma in Early Childhood Care and Education, Safal Teacher Training, Mumbai – India

Year: 2017

## SOFTWARE

→ Microsoft Office

→ Basic Computer Knowledge

## **SKILLS/COMPENTENCES**

- **Management Skills:** Observation, Forecasting, Planning.
- **Industry Knowledge:** Customer Experience, Customer Delight and Contact Centre.
- **Interpersonal Skills:** Public Speaking, Time Management, Customer Service, Teamwork, Problem Solving, Written Communication, Flexible Schedule, Decision-Making and Multi-Tasking.
- **Other Skills:** Positive Behaviour Support, Calming, Attentiveness, Clear communication, Customer Experience Analysis, Resolving Issues, Flexible Approach, Client Follow-up, Coping with a high work load

## **LANGUAGES**

- English, Hindi & Urdu

## **INTERESTS**

- Volunteer Work/ Community Involvement, Travelling; Music, Dance.

## **PERSONAL DETAILS**

- **Religion:** Islam
- **Nationality:** Indian
- **Gender:** Female

## **DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.  
Thank you for your consideration.

Sincerely,  
Mariya Khan.