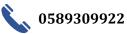
Mariya Momin Yusuf Khan





mariya.momin678@gmail.com

Date of Birth: 7th 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: IslamNationality: IndianGender: Female

DECLERATION

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

Sincerely, Mariya Khan.