

# SABITHA BALAN

Dubai

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## WORK EXPERIENCE

- **SECRETARY CUM OFFICE SUPERVISOR, Fiobco Shades & Tents; Jebel Ali Ind-1 , ,**  
India(Sep 2018 to Apr 2020)
- **FRONT OFFICE EXECUTIVE CUM ADMIN ASSIST, Dome Real Estate; Business Bay, ,**  
United Arab Emirates(May 2016 to Jul 2018)
- **TEACHING FACULTY OF SCIENCE, Sree Gokulam Public School; kerala India, Kerala,**  
India(Jun 2013 to Mar 2016)
- **TEACHING FACULTY OF SCIENCE, St' Joseph's CGHS- Karuvannur, Kerala, India(Aug 2011**  
to Mar 2013)
- **CUSTOMER SERVICE REPRESENTATIVE, Dot Net (Franchise) - Idea Cellular Limited;**  
**Kerala; India, Kerala, India(May 2009 to Aug 2009)**

## EDUCATIONAL BACKGROUND

- **Calicut University, , Bachelor of Education, 2010, Physical Science**
- **Calicut University, , Bachelor of Science, 2009, Chemistry**

## SKILLS

- **ms office**
- **ms outlook**
- **adobe photoshop**
- **quick books**

PERSONAL BACKGROUND

- **Birthday:** - 1988-11-03