



SABEENA

PROFILE PROFILE

To be a self-motivated next generation leader with the ability to adapt rapidly changing technologies with a strong desire to undertake challenging job and to work with the team to achieve the goals of the organization.

CONTACT DETAILS

Mob : +971 558986527

Email: SEBEENASEBU@GMAIL.COM

LICENSE DETAILS

License Type : Indian Light Vehicle

WORK EXPERIENCE

Data Entry

Nakshathra Digital.

Mar2012–Jun-2013. Thrissur,Kerala,India

- Entering customer and account data from source documents within time limits
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output

Entry and System Admin

Akshaya kendra

Jun2013 – April 2016. Thrissur, kerala, India

- Enter personal customer information into databases as
- collected upon forms or spreadsheets
- Review all data for errors and report and unusually findings to
- management
- Scan and print required documents needed to collect
- information for data entry

PERSONAL DETAILS

Date of Birth : 02.03.1989

Passport No : P281425

Passport Issue : 25.07.2016

Passport Expiry : 24.07.2026

Visa Status : Visit Visa

Sales Executive

Just Call info tech services

Jun2016 – April 2020. Thrissur, kerala, India

- Assisted mid-level and senior sales representatives in managing
- client accounts, generating leads, and maintaining customer
- relationships.
- Reviewed sales performance for sales division and generated key
- reports for weekly, monthly, and quarterly meetings.
- Organized meetings and appointments with regional companies to
- promote Stanford Medical Equipment's services and supplies.

TECHNICAL QUALIFICATION

- ❖ Microsoft Office
- ❖ Microsoft Excel
- ❖ Photoshop
- ❖ PowerPoint
- ❖ Peachtree
- ❖ E-pos (retail Billing)

EDUCATION QUALIFICATIONS

Bachelor Of Economics (B.A) 2009-2012

Completed Graduation in B.A from Calicut University, India.

Higher Secondary

Completed Higher Secondary Education from Board of Higher Secondary Education, India.

LANGUAGES KNOWN

English, Hindi, Malayalam and Tamil.

DECLARATION

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

