



# RASEENA MOL

## PROFESSIONAL PROFILE:-

Seeking a responsible job where my knowledge and skill can be utilized as an opportunity to work for social benefit and company growth. To shoulder an independent, challenging, and rewarding career in a professionally managed progressive corporate where significant contribution through concrete achievement results in personal growth

## WORK EXPERIENCE:-

### VASAN DENTAL CARE HOSPITAL KERALA, INDIA

Receptionist (Jan 2020 - Feb -2022)

#### RESPONSIBILITY

- Greet people as they come into the office.
- Answer clients' questions.
- Schedule appointments.
- Take and process payments.
- Submit patient claims to insurance companies

### PRESANTHY DAYCARE PATHANAMTHITTA ,KERALA

Day care Nanny (Nov 2017 -Oct 2019)

#### RESPONSIBILITY

- Helping Children With Personal hygiene Reading to Toddlers And Young children
- Helping with Home work
- Providing emotional Support
- Providing mental stimulation to babies and toddlers through games and Activities

## InterPersonal Skills:-

- well, communication Skills.
- Excellent leadership
- qualities. Customer Service
- Responsible
- Hard Working
- strong willpower

## Qualifications:-

- Diploma in Computer Science Engineering in 2017.
- 12th Standard- Science on 2014.  
Board of Higher Secondary Examination, Kerala
- 10th Standard in 2012.  
Board of Public Examination, Kerala

## Additional Qualifications:-

- ITES (Information Technology Enable Service,)
- Data Entry
- DCA
- ( Microsoft word, Excel ,Power Point and Internet Browsing)

## CONTACT



+971545058006



raseenarasheed@gmail.com



Adudhabi

## PERSONAL INFORMATION

Date of Birth : 16/10/1997  
Sex : Female  
Father's Name : Rasheed  
Nationality : Indian  
Religion : Muslim  
Marital status : Single

## LANGUAGE

- English
- Malayalam
- Tamil
- Hindi

Visa Status : Visiting visa  
Passport Number : V6618033

## Declartions:-

In view of the above, I request you give me an opportunity to serve your esteemed organization in the capacity mentioned above for which act of kindness, I shall be very thankful to you.