

● SHAFAHATH SHAIBAN

Naif, Dubai

United Arab Emirates

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Career Objective

With proven quality office administration work performance, combined with admired, I am confident I can be a valuable asset for your company. Seeking a responsible and challenging position with a progressive organization wherein my skills and experience can be fully utilized for organizational growth while providing an opportunity for career growth and future advancement.

Work Experience



LEAD ENVIRONMENT MANAGEMENT SERVICES (DUBAI , UAE)

ADMIN

May 2021 – Present

- Responsible for documentation and filing of ISO related client documents.
- Coordinating with the client for ISO audits and meetings.
- Conducting Surveillance audits for companies for Quality, Environment and Occupational Health and Safety ISO standards .
- Drafting ISO audit reports for Quality, Health and Safety Standards , ensuring the non-conformities are closed in said time.
- Filing and updating all the ISO related company's documents.
- Scheduling various training programs and Inspection Schedules, Preparation of training certificate.
- Preparing invoices and receipts.
- Updating customers details in the Company Database.
- Tending to highly technical or serious questions and complaints.

ABAD BUILDERS PVT LTD (Kerala, India)

Trainee receptionist

Sep 2020 – Feb 2021

- Successfully managed information using Microsoft office.
- Handled incoming and outgoing telephone calls.
- Greeted Clients, signed them in and directed them to their destination.
- Performed administrative and clerical tasks.



Achievements

- ☐ Honored by District collector K. Mohammed Y. Safirulla IAS for being an active participant for supporting various green protocol activities and for leading malayatoor mission as a part of it.
- ☐ Received appreciation for being an active member in women cell and BoomithraSena and have organized programs for the same in college.
- ☐ Participated in an international seminar and workshop conducted by WISCOMP.

Certification

-  Certificate course from MG University on Guidance and Counselling (A+ Grade)2018.

Education

- ☐ Degree in MSC Food and Nutrition from University of IGNOU (currently pursuing).
- ☐ Degree in BSC Home Science from M.G University.
- ☐ Higher Secondary Education from DUHSS , Ernakulum , Kerala.

	Year	Institution	Grade
POST GRADUATION	2021	IGNOU	
GRADUATION	2020	ST TERESA'S COLLEGE, ERNAKULAM	CGPA 82.3% (A GRADE)
Plus, Two	2017	DUHSS, ERNAKULAM	79% BIO-MATHS A+

Languages Known

	Speaking	Writing	Reading	Listening
English	Yes	Yes	Yes	Yes
HINDI	Yes	Yes	Yes	Yes
MALAYALAM	Yes	Yes	Yes	Yes
TAMIL	Yes	NO	NO	Yes

Personal Details

D.O.B, Age : 27-05-1999, 22

Gender : Female

Marital Status : Married.

Health Issues : None

Nationality : Indian

Visa Status : Spouse Visa (Immediate available to join)

Declaration:

I, hereby, declare that the above written particulars are true to the best of my knowledge and belief. Please do not hesitate to ask me for any further information.

Date :

SHAFAHATH SHAIBAN.

Place :

