

# MALAIKA SHAHAB



+971545931374  
malaikashahab26@gmail.com  
Street Address  
sharjah, UAE

## ABOUT ME

*Enthusiastic, highly-motivated medical student with proven leadership capabilities, who likes to take initiative and seek out new challenges.*

## EXPERIENCE

### IML GENERAL TRADING | 2020 - 2020

#### Promoter

*•Promoted for various product and brands •Product Sampling •Brand Talk •Communicating with customers explaining them about the product*

### T10 cricket league | 2019 - 2019

#### Volunteer

*Greetings the customers and validating and checking their tickets and helping them find a pavillion and seats Reporting any lost and found items and kids to the security section Assisting the customers for various directions example (toilets exits etc)*

### Tawafouq | 2021 - 2021

#### Call Centre Agent

- performed Training for about two months .
- Handled approximately 75-150 inbound calls on a daily basis
- registered complaints via phone, and resolved issues efficiently and professionally .
- Labour Law.

| -

## EDUCATION

## **Pakistan islamia higher secondary school sharjah | 2018 - 2020**

### **Matriculation**

**science**

## **pakistan islamia higher secondary school sharjah | 2020 - 2021**

### **Intermediate**

**pre-medical**

## **Other Info**

### **Skills**

#### **Management Skills**

**Decision-making. Project planning. Task delegation. Team communication, Public Speaking, MS Ofce Organizing and Filing TECHNICAL SKILLS Phone skills. Voicemail, forwarding, hold, recording Computer Skills. MS Ofce, Google Drive, spreadsheets, email, PowerPoint, databases, social media, web, enterprise systems. Research. Source checking, intellectual property rights, networking, outreach, advanced Google search. Social Media. Facebook, Twitter, LinkedIn, Instagram, posts, giveaways, customer interaction. . Photoshop, . MS ofce ,Word, Excel, Powerpoint, . Email. Filters, folders, mail merge, rules.**

### **Languages**

**English , Urdu , Hindi .**

### **Interest**

**Reading novels**