

Curriculum Vitae

PERSONAL INFORMATION

- Name: Rubina Mohammed Khalil
- DOB: 6th November, 1998
- Nationality: Indian
- Gender: Female
- Passport Number: U0662027
- Visa Expiry- 15/June/2022
- Contact: +971-50 830 6311
- Religion: Islam
- Languages known: Hindi and English



EDUCATIONAL QUALIFICATION

- 2014- Buds Public School, Dubai- Metric
- 2016- Gulf Model School, Dubai- Senior Secondary
- 2020- American College of Dubai- Bachelor of Business Administration
Major in Finance

COMPUTER LITERACY

Certified with MS Word, MS Excel and MS Access

WORK EXPERIENCE:

Al Manzel Décor LLC

Position: Asst. Accountant & Asst. Admin

Place and year: Dubai, August 2019- April 2020

Responsibilities:

- Prepare lists of everyday tasks
- Preparing monthly pay roll & Annual leave
- Attending calls and assisting customers and clients
- Scheduling meetings and sending meeting reminders
- Preparing monthly cash flow statements on an excel sheet
- Handling every day petty cash
- Handling project related files and invoicing
- Debt collection follow up

Johnsons & Johnsons

Position: Sales promoter cum sales assistant

Place and year: Dubai, 2019

Responsibilities:

- Educate and explain the customers about their new product range Dermexa
- Completing monthly sales target
- Reporting everyday sales
- Arranging the products and convincing the customers to purchase the product

Big Day Events Management

Position: Event Organizer (Kite Festival Dubai)

Place and Year: Dubai, 2018

Responsibilities:

- Complete event set up
- Production & Marketing
- Team leader
- Get sponsors
- Complete sales target

Sharaf HQ Investments

Position: Tele-sales marketing executive

Place and Year: Dubai, 2017

Responsibilities:

- To communicate with active etisalat business customers.
- Arrangement of delivery for etisalat business devices
- Call customers and verify all necessary details
- Get customer feedback and completing surveys
- Promote more new schemes and sharaf dg products

Oronamin C

Position: Sales Promoter

Place and Year: Dubai, 2016

Responsibilities:

Provided utmost customer service with extensive knowledge of Oronamin C product portfolio:

- Collaborated with customer service team members to give exceptional service throughout the entire shopping and purchasing experience;
- Promoting the product by distributing free samples;
- Educating customers on product and service offerings;
- Responsible for developing and maintaining relationships with venue owners as well as contract negotiations

Havoline Lubricant

Position: Sales Promoter

Place and Year: Dubai, 2016

Responsibilities:

- Demonstrate and provide information on promoted products and services;
- Explain the drivers the benefit of lubricants;
- Distribute product samples, brochures, flyers etc. to source new sales opportunities;
- Prepare customer purchase receipts and report monthly sales.

ACHIEVEMENTS AND AWARD

- Silver medalist in ‘‘THROW BALL’’ at School.
- Certificate in ‘‘TEAM PROJECT’’ at School.
- Part of Student Volunteering program at School

STRENGTHS

- Team Player
- Particular and Organized
- Self-Motivated and Confident
- Ability to perform at dead lines

CAREER OBJECTIVES

I am seeking a position that will allow me to use my knowledge and inter-personnel skills and a good opportunity to further pursue with a better career after my graduation