

SHABBEER AHMED RAASHID

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WORK EXPERIENCE

- **front office Executive, Reputed lodge**, , India(Dec 2018 to Apr 2020)
- **Secretary to Doctor, Bharath Hospital & Institute of Oncology (HCG)**, , India(Aug 2017 to Nov 2018)
- **Office Assistant cum SmartClass-coordinator, K.P. Convent & composite college**, , India(Jan 2011 to Jul 2017)
- **Office-Administrator, Swamy Vivekananda Educational Institution (SVEI) Mysore**, , India(Mar 2009 to Apr 2010)
- **customer care officer (front Office sales)**, Bharti Airtel Ltd., , India(Jan 2006 to Nov 2009)
- **Medical Transcriptionist & Proof Reader, M/s. Medisoft solutions pvt., Ltd., & Prodat Transcription Services pvt., Ltd**, , India(Aug 1999 to May 2006)

EDUCATIONAL BACKGROUND

- **D. Banumaiah's College, Mysore**, , Bcom, 0,

SKILLS

- multitasking
- hardworking
- ms office

PERSONAL BACKGROUND

° **Birthday:** - 1985-01-31