

SHAFAHATH SHAIBAN

Address: Naif, Dubai, UAE.

Visa Status: Visit Visa

Mobile: +971 582316552

E-mail: shafa.shaiban@gmail.com

Notice Period: Immediate available to join



SUMMARY:

Seeking a job in a reputed organization to begin my career thereby fully utilizing my skills and passion while making a significant contribution to the success of the company.

PROFESSIONAL EXPERIENCE:

- **TRAINEE RECEPTIONIST:**

- ABAD BUILDERS PVT.LTD (10/2020-02 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.

EDUCATIONAL QUALIFICATIONS:

- Graduated in B.sc Home Science (St Teresa's College, Ernakulam) with a CGPA of 82.3% (A GRADE) 2020.
- Completed a certificate course from MG university on Guidance and Counselling (A+ Grade) 2018.
- Passed 12th (DUHSS, Ernakulam) with an aggregate of 79% (BIO MATHS) 2017.
- Passed 10th (St Aloysius ICSE School, Ernakulam) with an aggregate of 85% 2015.

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 Boomithra Sena and have organized programs for the same in college.
- Participated in an international seminar and workshop conducted in my college by WISCOMP.

- Received certificate in contributing for cancer aid society.
- Participation in various webinars and online quizzes conducted by various Universities and Institutions.

EXTRACURRICULAR ACTIVITIES:

- Good relationship management
- Leadership
- Optimistic
- Badminton player
- Honest
- Passionate
- Women cell volunteer
- Motivator
- Reading

PERSONAL DETAILS

Name	Shafahath Shauban
Date of Birth	27/05/1999
Gender	Female
Visa Status	Three months visit visa
Spouse Name	Ebrahim Sait
Nationality	Indian
Languages Known	English, Malayalam, Hindi

DECLARATION

I do hereby declare that all the above furnished statements are correct and true to the best of my knowledge and belief.

Place: Dubai

Shafahath Shaiban