


FATHIMATH SAFRINA P



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 Abu Dhabi, UAE

 Indian

 Single

 Female



EDUCATION

- Masters of Science in Psychology (Pursuing).
- Master's in Business Administration - MBA Human Resource and Marketing Management.
- Bachelor Degree - B. Com Cooperation.
- Higher Secondary Education (Plus Two).
- SSLC – Kerala Board of Public Examination.



PERSONAL STRENGTH

- Excellent Communication & Inter Personal Skills.
- Higher Level of Commitment.
- Attitude to Learn More & Good Presentation Skill.
- Accustomed to Work in Busy & Stressful Environment.
- Punctual, Disciplined, Energetic, Loyal & Creative.
- Comprehensive Problem-Solving Abilities & Optimistic in Nature.



SUMMARY

An Experienced MBA graduate with outstanding time and project management skills and Years of experience seeks the Suitable position. Can ensure the company's ongoing success through exceptional interpersonal and negotiation skills and the ability to lead large multi-departmental operations. Organized and familiar with administrative duties. A history of succeeding in the service industry while providing unmatched customer service at all times.



PROFESSIONAL EXPERIENCE

▪ Front Line Associate

Lulu International Exchange, Abu Dhabi
August 2022 – Till Date

- ✓ Welcoming customers, providing them with guidance & help in processing their transactions.
- ✓ To ensure that all transactions are performed in accordance with compliance rules and regulations.
- ✓ Experience in cash management.
- ✓ Ability to make a great, positive, long lasting first impression.
- ✓ Pleasant personality and energy.

▪ Administration Cum Teaching

Hadhiya Women's College, Kasargod – Kerala
2019 – 2022

- ✓ Maintain student attendance and other records.
- ✓ Answer phone calls and emails from staff, parents and other related people.
- ✓ Assist visitors in the Institute.
- ✓ Prepare Institute reports, letters and other documents.
- ✓ Present lessons in a comprehensive manner and use visual/audio means to facilitate learning.

SKILLS

- Client Relationships.
- Communication & Interpersonal Skills.
- Project Management Skills.
- Understanding Client Needs.
- Market Trends.
- Ability to Convince Potential Clients.

TECHNICAL SKILLS

- Operating System: Windows 10.
- Packages: MS Office – Word, Excel, PowerPoint.

- ✓ Maintain orderly classroom.
- ✓ Provide individualized instruction to each student by prompting interactive learning.
- ✓ Create and distribute educational content; notes, summaries, assignments etc.
- ✓ Collaborate with other teachers, parents and participate in regular meetings.
- ✓ Recruiting, Training and Developing staff.
- ✓ Making sure that staff get paid correctly and on time.
- ✓ Develop and enrich professional skills and knowledge by attending seminars and conferences.

▪ **Business Development Executive**

Exes Institute, Kasargod – Kerala
2018 – 2019

- ✓ Assessing client needs and identifying solutions.
- ✓ Answering incoming calls, taking messages and re-directing calls as required.
- ✓ Dealing with email enquiries.
- ✓ Taking Minutes and Diary management.
- ✓ Conducting Meetings.
- ✓ Train and Mentor new employees.
- ✓ Monitoring staff performance and attendance.
- ✓ Perform market research.

LANGUAGES

- English.
- Malayalam.
- Hindi.

DECLARATION

I hereby declare that all the information provided is factual and correct and best of my knowledge and belief.

Fathimath Safrina