

## TABASSUM

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### PERSONAL PROFILE:

- |                       |   |                       |
|-----------------------|---|-----------------------|
| ❖ Nationality         | : | India                 |
| ❖ Marital Status      | : | UAE Local Married     |
| ❖ Date of Birth       | : | 09.09.1985            |
| ❖ Residential Address | : | Zabeel, Dubai, U.A.E. |



### OBJECTIVE:

- ❖ To secure a position where by hard work, dedication and the ability to acquire new skills will advantage any company I work for. A quick learner, tenacious problem solver and eagerly takes on additional challenges. Focused on quality, effectiveness and results.

### EDUCATION:

- ☒ Higher Secondary school

### LANGUAGES:

- |           |   |                        |
|-----------|---|------------------------|
| ○ English | : | Speak , Write and Read |
| ○ Arabic  | : | Speak                  |
| ○ Hindi   | : | Speak                  |

### WORK EXPERIENCE

- ☒ Worked as Receptionist in Imperial Sources Real Estate Company in Dubai

### OTHER QUALIFICATIONS:

- Computer Basic Course ( MS-Word, mailing, netsurfing, etc.)

### PROFESSIONAL SKILLS :

- Excellent interpersonal skills – Soft spoken, good communicator and a good leader.
- Reliable and dependable.
- Self-aware- always seeking to Learn and Grow.
- Ethically and socially aware.
- Well-Organized planner and scheduler.
- Flexible, sincere and smart worker.
- Willingness to take responsibility.

### DRIVING LICENCE

- Light Vehicle