

# SABEENA

Mobile no 9873017483

Address : H no c 56 Saraswathi Enclave Sec 37 Gurugram

Near khandsa village Pincode 122018

Email ID : - Sabeenakhatton434@gmail.com

## **Career Objective ▼**

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To work in a dynamic and challenging atmosphere, thereby enhancing and reflecting practical skills and contributing effectively towards corporate goals.

## **Brief Overview**

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I am a qualified professional with a positive attitude and willingness to learn new concepts. I am working as a franchise coordinator and have excellent problem solving & coordination skills which help in making the business effective and efficient.

## **Computer Skill & Proficiencies ▼**

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- 4 Year Experience Tata sky as a CCO .
- 1 One Year Experience Hind Ware Co-Ordinator.
- I Year Experience Samsung as TL smarty Telecom
- I Year Experience Mannu bhai Service Expert service /Ro care india Area manger

## **Education Qualification ▼**

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- B.Com from C.C.S University, Meerut in 2017
- 10th from U.P Board Allahabad in 2012
- 12th from U.P Board Allahabad in 2014.
- BCBF Course 2022 E- Commerce.

## **IT Skills**

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Application Software:	MS Office (Ms-Word, Ms-Excel, Excess, Ms-PowerPoint), Internet
Operating System:	Windows 7/98/XP/2000/Vista
CRM System:	Complete Hands - on Experience on CRM Systems – OUTLOOK, Rapid SQL.
CRM System:	Complete Hands - on Experience on PRM Systems – OUTLOOK, Rapid SQL.

## **Hobbies & Interest ▼**

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- Listening Music and Surfing Net.
- Watching a serial & movies.

## Personal Information ▼

Name : Sabeena  
Father's Name : Noshad Ali  
Date of Birth : 27<sup>th</sup> may 1996  
Gender : Female  
Marital Status : Married  
Nationality : Indian

I hereby declare that the above written particulars are best of my knowledge and belief.

Date:

**(Sabeena khatton )**