

SABIRA. A



Contact

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KERALA – INDIA

PERSONAL DETAILS

- ❖ Date of Birth : 28-07-1990
- ❖ Gender : Female
- ❖ Marital status : Married
- ❖ Nationality : Indian

PASSPORT DETAILS

- Passport No : R0088022
- Date of issue : 28/04/2017
- Date of Expiry : 27/04/2027

LANGUAGES

English, Hindi, Malayalam,
Tamil, Arabic (to read only)

SKILLS

- Communication
- Active listening
- Computer skills
- Customer service
- Interpersonal skills
- Leadership
- Management skills
- Problem solving

OPERATION MANAGER

PROFILE

- *Managing experience in own enterprise in the day to day activities including staff management and Product quality, Customer Relationship which helps increase in sales and good feedback.*
- *Now Seeking a challenging position in a professional organization offering an opportunity for growth where I would be able to develop and utilize my skills in the field of Electronics and Networking and also visualize growth in my career as well the organization while being resourceful and innovative.*

EDUCATION

- *M.E (APPLIED ELECTRONICS)*
Year : 2016-18
- *B.E (ELECTRONICS AND COMMUNICATION)*
Year : 2008-2012

Skill Highlights

- Operation Management
- Focus on Finding Solution
- Communication
- Customer Management
- Sales Expert
- Team Leading and Management

EXPERIENCE

Operation Manager – 90's Supermarket - 2018 to still working

- *Purchase commodities from different supplier.*
- *Managing day to day activities including staff management and Product quality.*
- *Customer Relationship which helps increase in sales and good feedback.*

DUTIES AND RESPONSIBILITIES

- Willing to work and manage the activities according to company's rules.
- Take care of duties and finish my work in time.
- Will take more responsibility in doing work that the company given.
- Maintain a Good communication skills for customers or clients.
- Managing the activities of the workers.
- Willing to work in teaching field.
- I can manage and take care of the responsibility as Lecturer.
- Can manage the students with Patience.

DECLARATION

All the information provided by me in this resume is correct and I have not knowingly committed any related information which would have a bearing on my employment with you.

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