

RESUME

HEENA IBRAHIM KHALEEL

Mobile No : 9686489175

E-mail : Heenashakibshakib66@gmail.com

Location : Bommanahalli, Bangalore-560068

CAREER OBJECTIVE:

I am seeking a challenging job that can utilize and motivates my skills and knowledge in a reputed concern that would explore the best of my intelligence, where I can develop by contributing to the realization of organization goals and thereby making the optimum utilization of my skills and expertise.

WORK EXPERIENCE:

- Worked as Senior Executive in Royal International Security Company, Dubai (UAE).
- Worked as Academic coordinator in LITTLE MILLENNIUM PRE SCHOOL And KLAY Pre -School BANGALORE.
- Recently worked in Jeeves Pvt Ltd. as a Customer Support Executive for Flipkart.

EDUCATION QUALIFICATION:

- Completed Pre-university course
- Diploma in NTT.
- B.B.A (Business Administration)

SPORTS and EXTRA CURRICULUM QUALIFICATION:

- Karate-2nd DAN Black belt international Indian team player.
- Participated in National and International World Championships in Malaysia, Singapore, and recently in Nepal(2015) and secured 1st place in Indian Student Olympics.
- Attended many seminars regarding developing Communication skills.
- I have been Appreciated from the customers feedback and from the institution based on my performance .

COMPUTER / TECHNICAL SKILLS:

- Basic Computer Knowledge
- M S Office

KEY SKILLS & CORE COMPETENCES:

- *Good Communicator- Mature, patient, responsible and positive attitude.*
- *Approachable- Good listening skills.*
- *Passionate and energetic.*

PERSONAL PROFILE:

- NAME : Heena Ibrahim Khaleel
- W/O : Abdul Bari Sadatulla
- Address : Bommanahalli 8th main road, Bangalore
- Date of Birth : 23/05/1992
- Gender : Female
- Nationality : Indian
- Religion : Islam, Muslim
- Marital Status : Married
- Language Known : English, Urdu, Hindi, Kannada

DECLARATION:

I hereby declare that all the above information furnished is true and give me an opportunity. I will try my level best to use my knowledge.

Yours Faithfully

Heena Ibrahim Khaleel.

Date:

Place: Bangalore

