

---

# MARIAM SAFRA KHAN

P.O BOX 200122  
South Ozone Park, NY 11420  
(929) 249-7652  
mariam.k0397@gmail.com

<b>OBJECTIVE:</b>	A professional, challenging, and rewarding position that will take full advantage of my abilities and provide the opportunity for advancement.
<b>QUALIFICATIONS</b>	Excellent interpersonal skills, self-motivated experience in instituting and conducting all phases of customer and administrative services. Progressive development of excellent interpersonal and communication skills. Demonstrated a record of high performance standards, including attention to schedules, budgets and quality of work. Ability to work independently and within a team to institute creative improvements that allows better management workflow.
<b>EXPERIENCE:</b> <b>07/15 - PRESENT</b>	<b>QUEENS CENTER MALL - VANS: Elmhurst, New York</b> SALES ASSOCIATE <ul style="list-style-type: none"><li>- assisted customers with product information and sizing</li><li>- managed cash register and credit/debit transactions</li><li>- maintained stock and inventory</li><li>- interchanged and maintained floor planogram.</li><li>- sustained a healthy and clean work environment for employees and customers</li></ul>
<b>06/13 – 06/15</b>	<b>ZRA Packaging: Manhattan, New York</b> ADMINISTRATIVE ASSISTANT <ul style="list-style-type: none"><li>- provided all aspects of secretarial support</li><li>- data entry and invoicing for daily transactions</li><li>- answered phones and provided clients with information</li><li>- secured cash handling and credit/debit transactions</li><li>- maintained relationships with prior customers to expand customer base.</li></ul>
<b>EDUCATION:</b>	Graphic Design – AS Degree <b>BOROUGH OF MANHATTAN COMMUNITY COLLEGE – Manhattan, NY</b> <i>Credits completed 55 credits – 3.5 GPA</i>  High School Diploma, 2015 <b>HILLCREST HIGH SCHOOL – Jamaica, NY</b>
<b>SKILLS:</b>	Customer care services, office operation, administrative support, public relations, telephone communications, typing (70 wpm), and computer applications – MS Office, Windows, IOS, Internet, Adobe Illustrator, InDesign, and Photoshop
<b>REFERENCES:</b>	Available upon request.

---

