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|  |  | SABA KHAN |
| Profile Seeking a challenging position in a reputable organization to expand and utilize my learning, skills, knowledge.  Possess excellent communication skills and have an eye for detail. Flexible to work in any environment as required. Contact **PHONE:**  8104918619  **EMAIL:**  [Ksaba3428@gmail.com](mailto:Ksaba3428@gmail.com)  **ADDRESS:**  Kidwai Nagar, R.A.K Road  Wadala, Mumbai - 400031 Hobbies Travelling  Cooking  Reading  Learning new things. |  | EDUCATIONSecondary School **Auxilium Convent High School**  Mumbai 2012 62.80% Bachelor of Commerce (BCOM) **SIWS College**  Mumbai 2017 6.04 CGPA  **Masters in Business Administration (Human Resources)**  **Guru Nanak Institute of Management Studies**  Mumbai  **EXPERTISE SUMMARY**  Good communication and team-building skills  Adaptive & Flexible  Optimistic and Self-confident  Dedicated and Hard-working  Eager to learn new things with a positive attitude.  **CERTIFICATIONS**  Advance Excel  Advance Tally with GST  Handwriting Analyst  **EXPERIENCE**  **Worked as a Customer Care Executive At Flipkart**  **July-November- 2021** **SKILLS** Written & verbal communication  Proficient in Microsoft Office suites |