

# SABREEN KHAN



## Contact

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Manama, Kingdom of  
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## Skill Highlights

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- ▶ Proficient in using computers and technology.
- ▶ Well versed with MS Office and Google Docs.
- ▶ Good business email and verbal communication skills.
- ▶ Adept at internet research and managing tasks remotely.

## Summary

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Excellent communicator and high-energy individual with active listening and problem-solving skills. With a bachelor's degree in Microbiology, and currently pursuing MBA (online) from London School of Business and Finance I am hopeful for entry level positions to utilize customer service skills including relationship building, issue resolution, follow-through, courteous and timely communication, and service.

## Professional Strengths

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- Excellent written and verbal communication skills.
- Avid listener with ability to diagnose the root cause of a problem and provide a good and fast solution.
- Ability to handle multiple tasks and solve customer queries efficiently.
- Possess excellent customer service skills.
- Ability to perform tasks independently as well as part of a team.
- Excellent administrative and organizational skills.
- In-depth knowledge of coordinating administrative work processes.
- Self-motivated to manage a busy workload without close supervision.

## Education

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**MBA**

London School of Business and Finance  
*07/2021 – present*

**Bachelor of Microbiology**

Barkatullah University, Bhopal, India  
*2006-2009*

## Professional Experience

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### Office Administrator/HR

Bhartiya Udyog, Bhopal

06/2009 – 12/2010

#### *Achievement/Tasks*

- Publish and remove job ads.
- Screen CVs and schedule job interviews.
- Maintaining employment records.
- Managing payroll and budget.
- Overseeing the office management.
- Handling employee queries.
- Monitor inventory of office supplies and purchasing accordingly.

### Tutor

Independent

2006-2008

#### *Achievement/Tasks*

- 1-0-1 classes to students for all subjects from grade 1 to 5.
- Preparing teaching material and utilizing it for the learning of the students.
- Teaching students with visual aids for better understanding.

## Languages

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Proficient in verbal and written English

## Personal Details

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Age - 34

Marital Status - Married – 2 children.

Nationality - Indian

Driving License - Yes