**CURRICULUM VITAE**

Munira

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**CAREER OBJECTIVES**

"I would like to work with an organization that would provide me with a platform to enhance my skills and develop my potential. I aim to be an integral member of the organization where i can make optimum use of my knowledge and skills for the benefits of the organization."

**My strength is my demonstrated ability to learn new systems and concepts quickly and in being a team player.**

**EDUCATION QUALIFICATION**

* S.S.C Examination passed from national institute of opening schooling in Dubai, U.A.E
* Advance diploma in airlines, travel & tourism management from ZABEEL INSTITUTE in Dubai (Approved by ministry of education U.A.E) Certified by academic collage of London U.K

**SKILLS**

* Can work independently without supervision.
* Can work under pressure and handle time bound tasks.
* Can handle problems effectively in a professional manner.
* Level headed with a Go-getter attitude.

**WORK EXPERIENCE**

* **Company**: Johar Travels & Tourism, Dubai

**Period**: Sep 2008 to Dec 2008

**Position**: Travel Agent

* **Company**: Spa International, Ahmadabad

**Period**: Jan 2009 to Oct 2011

**Position**: Data Entry

* **Company**: Dhawani Hospital, Ahmadabad

**Period**: Jan 2011 to Dec 2013

**Position**: Receptionist

* **Company**: Al Sadiq Islamic English School

**Period**: Jan 2015 to Mar 2015

**Position**: Receptionist

**PERSONAL INFORMATION**

**Date of Birth** : 23rd January 1991

**Sex** : Female

**Religion** : Muslim

**Marital Status** : Single

**Languages Known** : English, Hindi, Gujrati, Urdu (Fluently),Arabic(Read/Write)

**Visa Status** : Mothers Sponsorship

**I am prepared to take up any assignment entrusted to me by my supervisors. I assure to carry out the job assigned to me to the best of my ability and capacity.**