Samina

**CAREER OBJECTIVE**

Association with a progressive organization that will afford me the opportunity to establish my capability and work efficiently.

**PROFILE IN BRIEF**

* Experience In MS Office
* Good Command over English Language.
* Pleasing natured, Self-motivated and having strong sense of responsibility.

**ACADEMICS**

* B.Com from Mumbai University

**PROFESSIONAL EXPERIENCE**

* **Mar’13 to Jun’13 – VFS Global (GCC) LLC (Temporary)**
* Handling Applicants & Processing documents relating to Schengan Visas.
* Preparing reports for resubmission cases.
* Also doing data entry for the applicants.
* Follow up of return cases.
* **Jun’09 to Aug’09 – Tech International (Temporary)**
* Handling Reception.
* Attending calls & faxes.
* Preparing monthly reports of telephone, electricity & Eppco bills of the staff.
* Reporting directly to the Manager.
* **Apr’08 to Aug’08 – Shoiz International**
* Booking travel tickets.
* Handling queries of customers on the phone.
* Reporting directly to the Manager.

**PERSONAL DETAILS**

* Date of Birth : 22 Oct 1988
* Nationality: Indian
* Gender: Female
* Languages : English, Hindi, Gujrati

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

