**CURRICULUM VITAE**

**RESHMA**

***DUBAI, UAE***

***Email:*** ***reshma.360932@2freemail.com***

***Objective***

Aspiring for a designation to apply my professional working experiences to pursue a challenging career where there is an opportunity to share, contribute and upgrade my knowledge and ideas to better solve*.*

***Key Skills***

* **Communication*:*** *Deals with customer both internal and external at all level to ensure successful conversation to obtain good result by actively listening and delivering solutions.*
* **Problem solving*:*** *Resolves in depth queries in a methodical manner independently and to find appropriate resolutions, efficiency and high level of quality****.***
* **Team player*:*** *Enjoys sharing knowledge and encourage development of others to achieve specific team goals****.***
* **Planning and organizing*:*** *Refined planning and organizational skills that balance work, team support and responsibilities in a timely and professional manner. Trust worthy, ethical and committed to superiors. Confident and poised in interactions with individuals at all levels. Detailed and resourceful completing projects, able to multi task effectively.*
* **Strength**
* 10 years UAE Working Experience.
* U.A.E. Driving License holder

***Computer***

***Ms Office Standard, typing Ms Word, Ms excel, Ms power Point, Windows, internet.***

***Academic Achievement***

Master of Science (MSc. Microbiology) University of Bangalore, India

Bachelor of Science (BSc. Microbiology) University of Kannur. Kerala, India

High School: N.I. Model School, Dubai, UAE.

***WORKING EXPERIENCES***

**U.A.E: 3 years as Single Window Operator and FC CASHIER at**

 **WALL STREET EXCHANGE CENTRE L.L.C.**

 **(2013- 2016)**

 **Duties and responsibilities**

* Attending customers at the counters, listening to their requirements and delivering appropriate solutions according to their convenience.
* Maintaining interpersonal relationships.
* Assist and provide necessary support and knowledge for junior staffs and superiors.
* Dealing with phone enquiries and direct complaints and handling them. Solving queries at the earliest.
* Experience at cash counters including FC cash.

**U.A.E: 5 years as Supervisor and counter staff/cashier at**

 **UAE EXCHANGE CENTRE L.L.C.**

 **(2005- 2010)**

 **Duties and responsibilities**

* Attending customers at the counters, listening to their requirements and delivering appropriate solutions according to their convenience.
* Assist and provide necessary support and knowledge for junior staffs and superiors.
* Dealing with phone enquiries and direct complaints and handling them. Solving queries at the earliest.
* Experience at cash counters and tallying cash of cashiers.

**U.A.E.: 1 year as Front Office Assistant at**

 **MOMIN OIL INDUSTRY, Jebel Ali, U.A.E.**

 **(2004-2005)**

* Providing information service to the customers.
* Attending telephone calls, fax and emails.
* Assist to sales manager as required.
* Procedural documentation of incoming and outgoing documents.
* Fixing appointments with concerned and schedule meetings.

**U.A.E.: 1 year as Data Entry Operator at**

 **ZULEKHA HOSPITAL, Sharjah U.A.E**

 **(2003-2004)**

* Collecting reports/data from medical laboratory.
* Feeding these data into the system.
* Sending these completed data to concerned doctors.
* Preparing files and maintaining files.

**Personal Details**

Name : Reshma

Date of birth : 27- 07-1980

Place of birth : Dubai, UAE

Nationality : Indian

Marital status : single

Visa type : Visit visa

**Languages known**: English, Hindi, Malayalam, Tamil, Arabic (read and write).

***Declaration:***

I, Reshma, hereby declare that the above furnished information are true to the best of my knowledge. I am confident that I can handle any suitable job if you would give me a chance to serve your organization.

 **RESHMA**