

Shabna Y



Receptionist

Phone: +19400342747

E-mail: yaseenmubarakshabna@gmail.com

Address: Puthuvadipparamb House, Puthuvadi Road Mulavukad Ernakulam

About me

I am an enthusiastic and adaptable professional receptionist with exceptional multitasking abilities and writing skills. Works well as part of a team and communicates promptly and thoroughly with staff and customers. Keeps a tight schedule and manages time in an organized and attentive manner. .

Personal Information

Gender: Female

Nationality: Indian

Date of birth: 29.12.1992

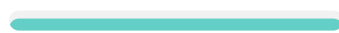
Language: Malayalam Tamil English Hindi

Interests

- Calligraphy
- Dance
- Listening to music
- Writing
- Volunteering

Skills

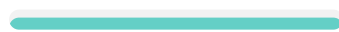
Active listening



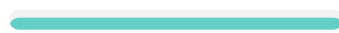
Communication



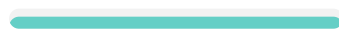
Customer Service



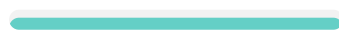
Teamwork



Writing



Self motivated



Achievement

Ministry Of Tourism, Government Of India – National Skill Testing Certificate

• This Is For Completing 6 Weeks Course In House Keeping.

School Runner Up For Sports In 2009

Experience

receptionist
Athira Gold And Silks

Jan 2020 – Jun 2023

Telecalling
Non Governmental Organisation

Aug 2023 – Nov 2023

Education


Kannur University, Kerala, India
Bachelor Of Arts

Aug 2011 – Mar 2014

GHSS Thayanoor

Aug 2009 – Mar 2011

Signature

A handwritten signature in black ink, appearing to be 'S. S. S.', written in a cursive style with a horizontal line underneath.