

Saba Khan

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SUMMARY:

I am an MBA with 6 years experience including 2 years UAE experience as Front office, Sales Coordinator(Abu Dhabi),Admin & Finance Coordinator(Dubai).I am a Pro-active & Target oriented looking to succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organization goals.

AREA OF EXPERTISE:

- MS Excel
- MS Office
- Managerial Skills
- Team Management
- Documentation
- Organizational learning
- Drive and Commitment
- Teamwork and Collaboration

PROFESSIONAL WORK EXPERIENCE:

Jan 2014-Sep 2015:

Global Discovery Academy -Administrator (India)

Key Responsibilities:

- Develop and implement lessons/work schemes.
- Provide a safe and stimulating environment that facilitates learning.
- Organizing and supervising play and work activities (for example reading, cooking, music,dancing,play-way method).
- Liaise with parents and professionals such as speech therapists and health visitors.
- Maintain records.
- Monitor and record student's progress

Jan 2011- Dec 2012:

CASAMIA - Admin & Finance Coordinator (Dubai)

Key Responsibilities:

- Notifying staff of any changes in procedures, policies, and job duties.
- Ensuring that sales transactions are completed accurately.
- Making a significantly high number of daily outbound calls.
- Preparing sales presentations.
- Tracking down sales orders.
- Coordinating the administrative functions of the sales team.
- Assisting other company departments when necessary.
- Preparing quotations for products and services.
- Securing purchase orders.
- Checking the expenses incurred as well as the money earned by the organization.
- Deposit the money obtained from the clients to the bank.
- To evaluate the money required for new business projects and the risk involved in making the investment.
- Ensuring the money disbursed at the right time.
- To validate and approves the vendor's bills.
- To maintain all the financial documents.
- Resolving any financial issue going on with the clients. • To maintain all the financial documents.
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Jan 2009- Dec 2010:

Business Connection LLC – Sales Coordinator & Front Office Executive (Abu Dhabi)

Key Responsibilities:

- Serve visitors by greeting, welcoming, directing and announcing them appropriately
- Answer, screen and forward any incoming phone calls while providing basic information when needed
- Receive and sort daily mail/deliveries/couriers
- Maintain security by following procedures and logbook.
- Update appointment calendars and schedule meetings/appointments
- Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.

ACADEMIC EDUCATION:

- 2005 – 2006: MBA (Marketing) Allahabad University, Bhopal
- Won 1st price in the Project “Loans & Advances”(2006)
- 2002 – 2004: B.Com (Commerce), Barkatullah University College, Bhopal
- Won 3rd price in the Project “Insurance Policy”(2004)

COMMUNICATION AND INTERPERSONAL SKILLS:

- Outstanding command over verbal and non-verbal communicative & interpersonal skills. • Strong organizational, managerial, problem solving, interpersonal and negotiation skills.
- Confidently able to work independently or in a team to deal effectively with educators & employees.
- Flair to organize & prioritize tasks to meet deadlines.
- Ability to manage multiple projects with minimal supervision.
- Have a good level command over English and Urdu Languages.

TRAININGS & CERTIFICATIONS:

- Certification in IEC Software (Project Gyanodaya)
- Certification in CFACT (Makhanlal Chaturvedi -National University) **INTERESTS AND**

HOBBIES:

I particularly enjoy surfing the internet, reading and researching on current affairs. Love to play tennis and enjoy spending leisure time in playing (Outdoor games). I like working in teams. I am a friendly and co-operative individual.

Personal Dossier:

Father's Name : Abdul Majeed Khan
Nationality : Indian