

# RUBEENA ANSARI

## BACHELOR OF BUSINESS ADMINISTRATION



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📍 Sharjah, Muwaileh

国籍 Indian

### Profile

Highly motivated and organized recent graduate seeking an entry level office assistant position. Eager to contribute strong administrative and communication to a dynamic team.

### Education

<b>Bachelor of business administration</b>	2020 – 2023
<i>Sa adiya arts and science college- Kannur University</i>	India
<b>Commerce - senior secondary school</b>	2018 – 2020
<i>Board of higher secondary examination</i>	India

### Skills

<b>Communication</b>	● ● ● ● ●	<b>Organization</b>	● ● ● ● ●
<b>Computer proficiency</b>	● ● ● ● ●	<b>Time management</b>	● ● ● ● ●
Word,Excel,PowerPoint,Outlook		<b>Customer service</b>	● ● ● ● ●
<b>Problem-Solving</b>	● ● ● ● ●		
<b>Team work</b>	● ● ● ● ●		

### Languages

English	● ● ● ● ●	Malayalam	● ● ● ● ●
Hindi	● ● ● ● ●		

### Projects

<b>Human Resources Management</b>	2023 – 2023
-Training and Development	
-Performance Management	
-Compensation and Benefits	
-Employee Relations	
-Human Resource information System	
-Talent management	
-Diversity and Inclusion	
<b>Analysis of Consumer behavior</b>	2022
-Comprehensive understanding of consumer behavior	
-insights for business	

- identification of emerging trends
- social influences
- economic considerations
- motivations for subscribing

### **Declaration**

“I hereby declare that the information provided in this curriculum vitae is true and accurate to the best of my knowledge.”

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**Rubeena Ansari**  
Sharjah, 31 JAN 2025