

RUBEENA ANSARI

BACHELOR OF BUSINESS ADMINISTRATION



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📍 Sharjah, Muwaileh

🚩 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

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

Skills

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

Languages

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

Projects

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

- 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.”

Rubeena Ansari
Sharjah, 31 JAN 2025