Noor Hasan

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Objective:

To contribute my skills and expertise to a dynamic organization that fosters a positive work environment, where I can innovate and enhance the work culture for the betterment of the business.

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Work Preferences:

Work Location: Dubai

Shift: Morning

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Education:

Bachelor of Business Administration (BBA), Osmania University

Formal Schooling: The Indian School, Bahrain

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Work Experience:

English Trainer

SAFA Tech Mahindra

Dec 2015 – Feb 2017

Conducted training sessions in English Language and Workplace Readiness (WPR).

Taught children how to fluently communicate in English.

Prepared students for job interviews by teaching workplace etiquette, body language, and professional communication.

Organized mobilization drives, recruitments, and conducted counseling sessions at rehabilitation centers.

Immigration Consultant

Eminence Immigration Consultant Pvt Ltd

Feb 2017 – Sep 2018

Assisted clients in the immigration process, including visa applications and legal documentation.

Ensured smooth immigration procedures by liaising with various authorities.

Demonstrated strong knowledge of immigration processes, laws, and client service.

Generated leads when required, reached monthly sales targets, and earned incentives for exceeding performance goals.

Education Counsellor

Hamstech

Jan 2019 – Jun 2019

Conducted face-to-face demos to clients, explaining the organization’s activities.

Provided detailed information about courses and services, assisting clients in making informed decisions.

Telesales Executive

The Dollar Business

2020 – 2021

Explained the nature of the import and export business to customers.

Assisted in generating sales leads and building customer relationships to drive business growth.

Telesales Executive

Greenhouse Technologies

2023 – 2024

Managed client relations with customers from all over the world.

Worked toward achieving sales targets through effective communication and negotiation.

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Skills:

Communication: Strong verbal and written communication, teamwork, and interpersonal skills.

Planning & Organizing: Proven ability to manage tight deadlines and organize resources effectively.

Teamwork: Collaborated on various social projects and team initiatives.

Training: Assisted peers in improving communication skills through structured coaching.

Computer Proficiency: Proficient in MS Office, internet applications, and basic computer skills.

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Key Strengths:

Taking initiative and leadership in team settings.

Self-motivated with a focus on continuous learning and self-improvement.

Excellent problem-solving abilities and research skills.

Ability to manage workload efficiently under pressure.

Strong understanding of business principles and aligning them with organizational goals.

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Personal Details:

Date of Birth: 30th January 1990

Nationality: Indian

Languages: English, Urdu, Hindi

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Strengths:

Proactive and driven.

Strong leadership potential.

Enthusiastic about continuous personal and professional growth.

Weaknesses:

Self-critical.

Impatient at times.

Detail-oriented, which can sometimes slow decision-making