



# NAJA FARHANA

## About Me

I am a keen, hard working, reliable and excellent time keeper. I am a bright and receptive person, able to communicate well with people at all levels. I am good at working using my own initiative and I am flexible in my approach to work duties. I have a good sense of humour and a pleasant approach.



**0556760210**



**najafarhana1998@gmail.com**



**Abuhail , Dubai**

## PERSONAL DETAILS

VISA STATUS	VISA
DATE OF BIRTH	04/10/1998
GENDER	Female

## LANGUAGE

- English
- Malayalam
- Hindi

## EXPERTISE

- Management Skills
- Creativity
- Digital Marketing
- Negotiation
- Critical Thinking
- Leadership

## EXPERIENCE

**ADMIN ASSISTANT & DIGITAL MARKETING**  
**AL RIHLA DOCUMENTS CLEARING SERVICE - DUBAI**  
**2023 - 2024**

- Typing letters, forms and reports.
- Creating documents and presentations.
- Editing various documents.
- Transcribing documents or audiotapes
- Making Social Media Content
- Performing data and filing system management.

**ADMIN ASSISTANT**  
**AEROWORLD TOURS & TRAVELS**  
**2020-2021**

- Make travel arrangements.
- Answer and direct phone calls.
- Book travel and accommodations.
- Coordinating events as necessary.
- Assisting the manager with operational issues.

## EDUCATION

**APJ ABDUL KALAM UNIVERSITY , KERALA**

Bachelor of Computer Engineer  
2017-2020

**M E S Higher Secondary School , Kerala**

Plus Two Higher Secondary  
2014-2016

**V M E H Secondary School , Kerala**

S S L C  
2014

## DECLARATION

I here by declare that all the details provided above are true to the best of my knowledge.