



SABNA.BN

PERSONAL INFO

**Contact:**  
+91 9605640206

**Email:** sabnar6458@gmail.com

**DOB:**

**Location:** Manthirickal Kodumpid,  
Pala, Kerala, India

COMPETENCIES

- Good problem solving
- Strong leadership skills
- Planning and organizing skills
- Efficient in decision making
- Support to Organizational goal achievement
- Better communication skills
- Good coordinator with subordinates & fast learner
- Proactive and self-motivated
- Work effectively with a diverse group of people

PROFESSIONAL SUMMARY

I aim to serve in an organization that will effectively utilize my skills and talent to develop the organization and also provide a challenging and competitive environment that will aid my personal development.

EXPERIENCE

OFFICE STAFF

Reliance Smart Superstore. | DEC 2023 -DEC 2024

- Handling incoming and outgoing emails, phone calls, and mail.
- Entering and maintaining records in databases or spreadsheets.
- Creating, formatting, and editing documents, reports, and presentations.
- Greet visitors, answer inquiries, and direct them to the appropriate person or department.
- Responding to client questions and concerns via phone, email, or in person.
- Updating and maintaining records and databases to ensure accuracy and compliance.
- Assisting in tracking office supplies and expenses, managing petty cash, and budgeting as necessary.
- Ensuring adherence to company policies, procedures, and standards

BILLING STAFF

Hydis HyperMarket | FEB 2021-OCT 2023

- Developing and implementing recruitment strategies to attract qualified candidates.
- Create job descriptions and post them on various job boards and the company website.
- Review applications and resumes to shortlist candidates for interviews.
- Served as the primary point of contact for employee inquiries regarding policies, benefits, and procedures.
- Assisting in the development and implementation of performance appraisal systems.
- Providing support and guidance to managers in handling performance-related issues.
- Identifying training needs and coordinating professional development programs for employees.

## IT CERTIFICATIONS

- MS Office (Excel) – Certified 2022

## EDUCATION

**HIGH SECONDARY SCHOOL**

**SECONDARY SCHOOL**

## DECLARATION

I declare that the information given above is true to the best of my knowledge.

**SABNA.BN**

## LANGUAGES

- ✓ ENGLISH (Read, Write, Speak)
- ✓ MALAYALAM (Read, Write, Speak)
- ✓ HINDI (Read, Write)