



Farnaz Muslim Gousepeer

I am **Farnaz**

I am self motivated, energetic and hard working I have 3 year experience as a process developer and 3 years as front office executive and 6 month as cashier and 4 month as salesgirl.

ABOUT

Father name : M M Gouse

Visa Type : Visit

Passport no : P6572175

Nationality: Indian

DOB : 31 Dec 1989

CONTACT

+971568577008

farnaznikki1906@gmail.com

Al Mankhool, Bur Dubai, UAE

EDUCATION

B com from
Shridhar University
Pilani, Rajasthan
in the year 2012

EXPERIENCE

Worked as a Process Developer in thought Focus technologies Pvt LTD (KPO division), Mysore, Karnataka
Experience period: 2 year ,7 month (2014 to 2017)

Worked as a Front Office Executive in Maharaja Palace Resort, Coorg, Karnataka
Experience Period: 2 year, 10 month (2017 to 2019)

Worked as a Cashier in Karakeeb Outlet, UAE
Experience Period: 6 month (Nov 1st to April 5th)

Worked as a Salesgirl in Tahir Building Materials Trading LLC, Dragon Mart, UAE
Experience Period: 4 month (May 6th to September 14)

LANGUAGES

English

Kannada

Hindi

Urdu

SKILL

Reporting and assisting with administrative tasks
Scheduling and confirming appointments
Greeting and assisting visitors
Handling enquiries and sorting mail
Copying, scanning and filing documents