



RUKHSANA JABEEN

To be successful professional with leading organization which provides opportunity for individual career building and also provide the chance to utilize my abilities such as good communication skills, honesty, integrity and help me in developing interpersonal skills as skills I am a goal oriented individuals.

PERSONAL



Rukhsana Jabeen



Villa #4, st# 34, rashdiyah Duba
U.A.E.



Phone number
+971 50 383 7139



rukhsana1jabeen@gmail.com

SKILLS

Customer skills	★★★★★
Inventory	★★★★★
Leadership	★★★★
Communicating	★★★★★
Organizing	★★★★
Collaborating	★★★★

INTERESTS

- Culinary food
- Crossfit
- Traveling
- Festivals
- Net Suffering

LANGUAGES

English	★★★★★
Urdu	★★★★★
Punjabi	★★★★★



WORK EXPERIENCE

2019 - Present	Customer service Coordinator Parley Cosmetics Pvt. Ltd.
2016 - 2019	Receptionist Parley Cosmetics Pvt. Ltd.
Online	Virtual Assistance Amazon
Sep 2015 - Mar 2016	Office Manager Apricity International General Trading L.L.C.
Sep 2004 - Aug 2015	Office Manager SADDIDIANS Trading Pvt. Ltd., Lahore
Oct 2003 - Jun 2004	Trainee The Bank of Punjab
Dec 2002 - Nov 2003	Computer Lab Instructor Govt. College for Women



EDUCATION AND QUALIFICATIONS

2003	Post Graduate Diploma in Information Technology Govt. Degree College for Women D.G. Khan
2002	Graduation Govt. Degree College for Women D.G. Khan
2000	Intermediate Govt. Degree College for Women D.G. Khan
1999	Matriculation B.I.S.E D.G. Khan



CERTIFICATES

2000	Women Guard Govt. Degree College for Women D.G. Khan
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