

SAKINA PARWEEN

Ranchi, India

9031357257

sakinaparween237@gmail.com

PROFESSIONAL SUMMARY

Stays on top of demands in fast-paced environments by effectively using slow periods. Maintains organized, clean, and safe work areas with diligent attention to important details. Dependable employee seeking opportunity to expand skills and contribute to company success. Considered hardworking, ethical, and detail-oriented.

SKILLS

- Analytical thinking
- Critical thinking
- Microsoft Office
- Multitasking
- Software Proficiency (Typing)
- Training & Development
- Relationship building
- Calm under pressure
- Computer skills
- Data entry
- Supervision and leadership
- Organization and time management
- Problem resolution

EDUCATION

High School

Kairali School, Ranchi, India

LANGUAGES

- Hindi - Proficient (C2)
- English - Advanced (C1)
- Urdu - Elementary (A2)
- Arabic - Beginner (A1)