



# SHEBA MOHAMMED BADRUL ISLAM KHAN



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28/03/2000



Bangladesh

## EDUCATION

Diploma of Higher Education:  
GCSEs

**Al Manahil Private School,**  
Abu Dhabi, ALAIN, UAE

Bachelor of Arts: BBA Business  
Management

**Buckinghamshire New  
University,** High Wycombe,  
Buckinghamshire, United  
Kingdom , April 2022

## LANGUAGES

**English** C1  
Advanced

**Arabic** B1  
Intermediate

**Bengali** B2  
Upper intermediate

**Urdu** B2  
Upper intermediate

## PROFESSIONAL SUMMARY

To obtained the best job that provides challenges and opportunities to prove my skills and experience and enable to gain more knowledge and experience, also providing prospects for personal and professional growth.

## SKILLS

- **Communication skills**
- Positive thinking ability and willingness to take challenge and a team player
- Sincere, Confident & Hardworking, can speak multiple languages.
- **Organisational/ Managerial skills.**
- Organizing ability/ Pressure handling/ Multitasking/ Team leadership skills.
- Digital skills
- Microsoft Office and Excel operating knowledge present
- Basic computer programming/ Basic medical encoding

## WORK HISTORY

**Event Lab, Xenial events, Vibes Event, Wow events, Platinumlist ticketing, Arga, Addidas.** - Supervisor, Customer service, Usher, Ticket sales

- Acted as first point of contact for customer issues and queries.
- Provided leadership and direction for employees, supervising activities to drive productivity and efficiency.
- Delivered consistently excellent customer service to guarantee positive company experiences.

**Parisima (DULSCO) / Door No.1 - Promotion**

- Customer services
- brand/product sales

**Bangkok home health care, Tebabah home health care, Xenial events.** - Medical encoding, Team leader(supervisor)

- Verified accuracy of information and sorted information of documents for computer entry.
- Supported executive leadership and office staff by managing operational workflow.
- Registered new customer account details in system.

November 2023 - December 2023

**COP28 United Nations - GCA Assistant (Global Climate Action Assistant),** Dubai (Expo city)

- Maintaining the meeting room for a smooth conference and helping out the technical team.
- Contributed to on-set productivity by responding to requests quickly.
- Supported seamless operations with high attention to detail, monitoring delays and implementing corrective actions.