



SABIHA SULTANA



0562808646



Sabihasultana756@gmail.com



Sharjah, UAE



Availability: immediate, visit visa

► SKILLS

Administrative and office coordination.

Financial & data reporting.

Customer service and front desk support.

Analytical and problem solving.

MS OFFICE (excel, word, PowerPoint) & tally.

Communication and interpersonal skills.

Team collaboration & time management.

Typing skills: 40-60 WPM.

DETAILS.

- Female (Indian)
- married
- available on visit visa

LANGUAGES:

English
Hindi
Urdu
Arabic

► PROFILE

Detail-oriented and dedicated commerce postgraduate with strong analytical, administrative, and organizational skills. Experienced in teaching, performance analysis, and documentation, with proven ability to manage operations efficiently. Skilled in MS office, Tally and data reporting, seeking a challenging position in management, administration, finance, or hospitality to contribute to organizational success while advancing professional growth.

EDUCATION

MASTER OF COMMERCE (M. COM) – FINANCE, COMMERCE, ACCOUNTING.

Osmania university, India

BACHELOR OD EDUCATION (B. Ed) – English, political science, economics.

Osmania university, India

BACHELOR OF COMMERCE (B. Com) – COMPUTERIZED ACCOUNTING, FINANCIAL MANAGEMENT, BUSINESS ORGANIZATION.

Osmania university, India

IELTS: BAND 7.0

WORK EXPERIENCE

MS Educational and Welfare Trust – Commerce | Business studies

India | 2023 – 2025

Delivered lessons in Accounting, Business Studies, and Economics, applying analytical and communication skills.

Analyzed student performance and prepared reports, demonstrating accuracy and attention to detail.

Managed classroom operations, maintained attendance and performance records, ensuring organized data management.

ALPHA MULTISPECIALITY HOSPITAL – GENERAL MANAGER

India | may 2025- Sep 2025

Handled day to day operation for smooth running, managed patient's data & record.