



Maryam Ebrahim Soorya
Date of Birth: 11 December, 2001
Nationality: Indian
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Holding UAE Driving License and Car

EDUCATIONAL QUALIFICATION:

Education	School/ College	University	Pass Month-Year	Percentage (%)
S. S. C	Young Ladies High School.	Mumbai	March-2017	71.14%
H.S.C	St. Agnes High School.	Mumbai	March-2019	67.84%
T.Y.B.COM	K.C. College of Arts, Commerce & Science	Mumbai	April-2022	CGPI: 7.84

EXPERIENCE:

- : Worked in Soorya Travel Agency as a Sales Executive between 15th May 2019 till 20th Feb 2020.
- Worked in Zubi Industries as an Executive Secretary from 01st Jan 2021 till 31st Mar 2022.
- Administration Manager of Universal Sanitary Sharjah UAE from May 2022 till date

EXTRA CURRICULAR ACTIVITIES:

- Participated in various elocution competitions conducted at the school and interschool level.
- Received various appreciations for work experiences and neat appearance.
- Participated in various science quiz at the school and interschool level.
- Participated and won dance competitions for two consecutive years in ROCHAK which is an interschool competition.
- Participated in Debate and Elocution competition.
- Was a part of IIDE digital marketing campaign for a period of 6 months.

SKILLS AND COMPETENCIES:

- Communication skills.
- Interpersonal skills.
- Co-operative.
- Patient.
- Efficient at creating and presenting power point presentations.
- Brand Building

PERSONAL PROFILE:

- Hobbies: Reading, Travelling and Hosting
- Languages: English, Hindi, Urdu

“CURRENT STATUS”

-MBA Studies in De Montfort University UK – Dubai Campus.

Ability Assurance:

To manage administration

To manage customer relation

To convince property sales worldwide with contact & influences

To market on digital platform

DECLARATION:

I sincerely proclaim that all the particulars mentioned above are true to my belief and I am accountable for its accuracy.

(Maryam Ebrahim Soorya)

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