

RESUME

Jashina Rasheed
Al Wasl Apartment
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INTRODUCTION

A customer focused and articulate individual who possesses a friendly and personable approach along with strong time management skills and the ability to listen carefully to client requirements. Having a real thirst to succeed and boasts a demonstrated track record of initiative, creativity and motivation. Entrepreneurial spirit required to work in highly flexible, rapidly changing, ambiguous work environments. Having insatiable energy to produce results and being able to quickly build outstanding customer relationships, would be a valuable addition to any ambitious company. Right now I want to join a rapidly growing dynamic company that has plans for ambitious growth.

CORE STRENGTHS

- Firmly believe in hard work, Perseverance and team work.
- Excellent interpersonal skills with people from all levels of management.
- Firmly handle stress/tensions during critical junctures.
- Ability to cope up with highly pressurized of working atmosphere.
- High capacity to grasp new ideas and Concepts.
- Making accurate, rapid cost calculations and providing Customers with Quotations.

PROFESSIONAL EXPERIENCE

Amer- Typing center

General Directorate of Residency and Foreigners Affairs

Cashier (Duration: 1year)

Duties and Responsibilities

- Answer and direct phone calls
- Submit and reconcile expense reports
- Assist in the preparation of regularly scheduled reports
- Handle cash, credit or check transactions with customers
- Redeem stamps
- Ensure pricing is correct
- Issue change, receipts, refunds
- Keep reports of transactions
- Pleasantly deal with customers to ensure satisfaction

EUROPE CAR (Rent a Car in Dubai)

Transport Operation & Accounts (Duration: 2 years)

Duties and Responsibilities:

- Preparation of vouchers for cash, bank, purchase & sale vouchers.
- Maintaining cashier reports and verified daily vices.
- Opening & closing RA (Rental Agreement) updated
- Maintaining Cash Book and monthly checking of accounts.
- Sending mail according to the booking
- Managing budgets, organizing schedules and routes

MOHAMMED SAIF GENERAL TRADING DUBAI

Customer Care (Duration: 1 year)

Duties and Responsibilities:

- Interacts with a company's customers to provide them with information to address inquiries regarding products and services.
- Deal with and help resolve any customer complaints
- Answer the calls
- Keeping records of customer interactions, transactions, comments and complaints
- Ensure customer satisfaction and provide professional customer support.
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Administration (Duration: 2 years)

Duties and Responsibilities

- Answer and direct phone calls
 - Reviewing resumes and applications sent in by job applicants.
 - Maintaining employee files and the HR filing system.
 - Scheduling interviews for job applicants.
 - Organize and schedule meetings and appointments
 - Maintain contact lists
 - Produce and distribute correspondence memos, letters, faxes and forms.
 - Assist in the preparation of regularly scheduled reports
 - Book travel arrangements
- Submit and reconcile expense reports

ACADEMIC RECORDS

- BCom from University of Calicut

COMPUTER SKILLS

- PGDSE (Post Graduate Diploma in Software Education)
- CPA(Certified Professional Accountant)
- MS OFFICE (WORD, EXCEL ,POWERPOINT)
- English, Hindi and Malayalam. (Read ,Write And Speak) Arabic (Read And Write)

PERSONAL DETAILS

- Date of Birth : 28th October 1986
- Nationality : Indian
- Passport number : K0397289
- Religion : Islam
- Marital status : Married
- Visa status : Residence Visa
- Contact Number : +971552824481
- Email Id : jashirashi786@gmail.com

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

REFERENCES AVAILABLE UPON REQUEST.

THANKING YOU

JASHINA RASHEED