

Zahra Aslam Sherriff

E-mail address: zahra.aslam@hotmail.com

Dubai, U.A.E

Contact number: 0582540817 / 042804531

PERSONAL PROFILE

- Date of Birth: 24 November 1990
- Nationality: Indian
- Driving License: Yes
- Hobbies: Reading Books, Baking, engaging in various eco-friendly activities
- Languages known: English, Hindi, Urdu & Arabic
- Father's visa

EDUCATION

- Completed EMBA from Amity University, Dubai (2013-2015).
- Completed Bachelor of Commerce in Computer Applications (B.com) from Universal Empire Institute of Technology (U.E.I.T) Dubai, U.A.E. (August 2008-May2011) and secured first class.
- Passed senior school certificate examination (C.B.S.E) with 82% from Our Own English High School, Dubai (O.O.E.H.S)

PERSONAL STRENGTHS

- Team Player
- Completely dedicated to work
- Enthusiastic to learn new concepts
- Eager to take up challenging responsibilities
- Good spelling, proofreading and computer skills.
- Good working knowledge of all Microsoft Office packages

WORK EXPERIENCE

➤ **Operations Executive** at Redha Al Ansari Exchange.(**January 2019 – November 2019**)

Job Responsibilities:

- Working closely with the Accounts Executives of the organization and expected to develop an excellent knowledge of the business units operating environment.
- Responsible for the Operational Accuracy of the inbound transactions at Redha Al Ansari Exchange.
- Assisting the Operational Head with the implementation of goals ,policies, priorities and procedures.
- Providing day to day Guidance on the Workload of the task performed in the Department.

➤ **Front Line Ambassador** at Redha Al Ansari Exchange.(**May2018 – Present**)

Job Responsibilities:

- Balance currency, coin and checks in cash drawers at end of shifts and calculate daily transactions using computers, calculators or adding machines.
- Cash checks and Pay out money after verifying that signatures are correct, that written and numerical amounts agree and that accounts have sufficient funds.
- Receive checks and cash for deposit, verify amounts and check accuracy of deposit slips.
- Examine checks for endorsements and to verify other information such as dates, bank names, identification of the persons receiving payments and legality of the documents.
- Enter customer's transactions into computers in order to record transaction and issue computer generated receipts.
- Count currency, coins and checks received, by hand or using currency counting machine, in order to prepare them for deposit to branch banks.
- Quote exchange rates, following daily international rate sheets or computer displays.
- Resolve problems or discrepancies concerning customer's transaction.

- Perform clerical tasks such as typing, filing and computing.
- **HR Administrator** at Royal Air Wing, Dubai.(July 2013 – Dec 2014)

Job Responsibilities:

- Provided all the administration support to HR specialist in the Department.
- Ensuring all Police's and medical record checks are carried out fully and in a timely manner.
- Managing the new Joiner's process.
- Entering data into the HR system so that accurate records are maintained.
- Maintained and Developed the Personnel filing system.
- Manage the leave records of the Employees.
- Liaise with the Payroll Specialist.
- Administered the Probationary review periods.
- Carried out the reasonable duties in order to support the HR Department.
- Managed the Leaver Administration Process.

- **Administrative Intern** at Advertising agency, JLT.(2012 – 2013)

Job Responsibilities:

- Updating, processing and filing of all documents
- Organize and provide documents, reports and information to department and external clients in an useful and well-organized manner
- Plan meetings and conference calls
- Take and compile minutes of meeting
- Initiate purchase requisitions
- Order office supplies and equipment
- Create & Maintain files and folders
- Maintain weekly schedules for employees
- Handle and screen telephone calls, routine mail and reallocate as required
- Process client orders, invoices and payments
- Create and maintain database records