

Dear Hiring Manager,

It's my pleasure to introduce myself as a candidate for the open position in your organisation. As a highly organised, adaptable and energetic individual with a bachelor's degree in finance and credit and experienced in busy office environment, I'm excited by the opportunity to provide support to your company's executives.

I possess strong communication and time management skills from my recent position.

Here is my 'to do list' for your perusal.

FINANCE:

Follow up on due date of payments, projects

Deposit cheques, Update KYC

Deliver and inform about the latest project along with the Pls'

Assist Finance team with low cost or actual cost of the invoice

Provide monthly attendance sheet

LOGISTICS:

Schedule logistics collection (DHL) or Local services

Liaise with foreign/local suppliers/clients

Follow up on delivery goods to the desired destination

Check the availability of the stock/goods

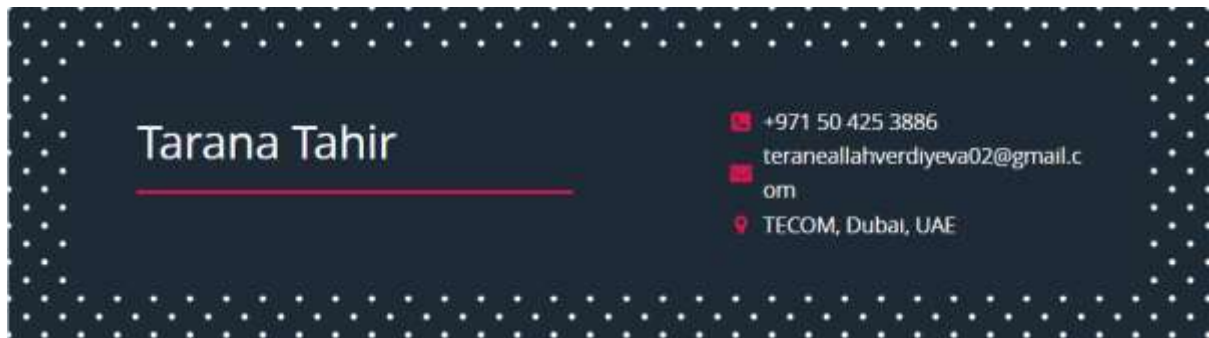
SOCIAL MEDIA:

Coordinate with the marketing agency on the activities on the platforms

Monitor social platforms: META, LinkedIn

EVENT ORGANISATION:

Tarana Tahir



Organise events and global exhibitions (Dubai Derma, AMWC in Monaco, IMCAS in Paris)

Solo contribution with contractors for the design of the booths

Furniture arrangement

Badge registration

Photographer arrangement

Additional extra services for the booth ---coffee shop, barista, waiter, cleaner, hostess

PRO ACTIVITIES:

Activities related to the processing of government documents, legal papers within company

Control/Chase/ Renew exp. date of:

Trade License, Establishment Card, Lease Agreement, PO Box, Emirates ID, Employee Visa, other certified docs

PA RESPONSIBILITIES:

Organise and schedule appointments and meetings offline/online for the CEO

Take MOM during meetings

Book travel arrangements for the CEO

Reply to emails on behalf of the CEO

Supervise the process of the projects/deadlines

Produce and distribute correspondence memos, letters, and forms

OTHER DUTIES:

Develop and maintain a filing system

Maintain the office needs

I greatly appreciate your time and consideration on my profile.

I look forward to hearing back from you to discuss my qualifications in further details.

Tarana Tahir

Tarana Tahir

Passionate for a new challenge

- 🏠 Dubai, UAE
- 🚩 Azerbaijani, Azeri
- 👤 Single
- ✉ teraneallahverdiyeva02@gmail.com
- 📅 Date of birth 20/07/1991
- ☎ +971 50 425 3886



LANGUAGES

turkish

english

russian

Based on my experience and solid skills ready to achieve company targets and strategies. Self oriented, fast learner and full of portfolio who is ready to join immediately.

TOURIST VISA

A short video about myself
<https://files.fm/f/7pf7bsjahk>

EDUCATION

From October 2015 to June 2019

Bachelor's degree in finance and credit

Cherkassy State Technological University /

Ukraine

WORK EXPERIENCE

From February 2022 to June 2024

I Admin I PRO I Office Manager I Event coordinator

Beauty Revolution Trading LLC / Dubai, UAE

A medical aesthetic B2B company based in Dubai, UAE

From February 2020 to January 2022

Sales Representative

Mohammed Rasool Khoory Sons / Dubai, UAE

B2C. A Swiss company in Dubai.

COMPUTER SKILLS

MS Office : WORD, EXCEL,
OUTLOOK, TEAMS, 365
UAE governmental portals
CRM