



Faraz Inayat Shaikh

ADMINISTRATOR OFFICER

Enthusiastic and professional, Experienced Administrative Officer with Training in a wide range of Administrative Tasks. Able to work under pressure and Collaborate with a team, successfully record fulfilling phone calls, Coordinate with Clients, etc

Contact

Phone

+971 506686480

Email

shaikhfaraz2621@gmail.com

Address

Al Mankool Street burjuman
Dubai-UAE

Education

June 2018 - May 2020

12th Commerce

Cuncoilm United Higher Secondary
College

July 2020 - Dec 2020

Diploma In Computer Commercial Applications

MICE - Manipal Institute Of Computer
Education Goa, India

Skills

- Administration
- Communications
- Calendars & Travel Arrangements
- Executive Support
- Time Management
- Customer Service
- Problem Solving
- Organization Skills
- CRM (Zoho, Hussy, Odoo)
- Phone Etiquette
- MS Office, Outlook, Canva, Lightroom
- Tally ERP9
- Reception Duties

Language

- English
- Hindi
- Urdu

Experience

Dec 2022 - April 2024 Zeegles Financing Broker L.L.C | Dubai-UAE (Administrator officer)

- Provided comprehensive administrative support to internal teams, ensuring smooth daily operations. (e.g scheduling meetings, managing calendars, handling travel arrangements)
- Managed client intake process, including document collection, review, and organization
- Maintained accurate and up-to-date client and company records in a secure database system
- Acted as a point of contact, responding to client inquiries and coordinating with relevant departments for resolution
- Performed other administrative duties as assigned such as data entry, filing, and preparing reports
- Organized and tracked important company documents.
- Utilized CRM software to effectively manage client relationships.
- Preparing NOC , Contract letters ETC

Jan 2020- Jan 2022 Bruit Pharmaceutical | Goa, India (Office Admin)

- Provided excellent customer service to clients via phone, email, and in person
- Processed invoices and other financial documents to ensure accuracy and on-time payments.
- Ordered office supplies and kept things running smoothly.
- Maintained a clean and organized workspace.

Jan 2019 - Dec 2019 JIO Store | Goa, India (Customer Service Officer)

- Processed customer transactions (purchases, bill payments, recharges)
- Provided product information and recommendations (phones, plans, accessories)
- Assisted customers with troubleshooting technical issues
- Handled customer inquiries and complaints in a professional and courteous manner

Visa Status - Employment visa (Transferable)