SHAHANA
NOUMAN

ADMIN MANAGER

CONTACT

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✉️ shahananouman1998@gmail.com

📍 Ajman, UAE

EDUCATION

KARACHI UNIVERSITY

- Bachelor in ARTS

AMI APEX

- Office Management
- Accounting

SKILLS

- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English
- Urdu/Hindi

OBJECTIVE

Seeking a challenging environment for a job that encourages continuous learning and creativity provides exposure to new ideas and simulates personal professional growth.

WORK EXPERIENCE

- **Rooh Almadina General Maintenance LLC UAE**
  Accountant   Nov 2022 - Jan 2024

  As a accountant my responsibilities was to evaluate cash flow, make salaries for employees and provide reports to the head accountant.

- **A.I Jaffri & Company**
  Admin Manager   April 2020 - Nov 2022
  Jan 2024 - Nov 2024

  As a Admin manager my responsibilities was Office Management, Team supervision & Resource allocation.

- **DUBAI ISLAMIC BANK**
  Relationship Manager   Nov 2016 - March 2020

  My major responsibilities is all branch work such as account opening, Consumer Products (Autos, Home Financing, Bank Insurance, Personal Finance), Pay Orders, Remittance in all liabilities work which have done in branch making and also customer related issues, so as to come up with the best possible solutions for customer case.

- **UBL BANK**
  BSO   Oct 2015 - July 2016

  My major responsibilities is all branch work such as account opening, Consumer Products (Autos, Home Financing, Bank Insurance, Personal Finance), Pay Orders, Remittance in all liabilities work which have done in branch making and also customer related issues, so as to come up with the best possible solutions for customer case.

- **CITI BANK**
  Asset Relationship Manager   Oct 2004 - Jan 2008

  My major responsibilities at the CITI Bank are to ensure customer satisfaction, Bringing in auto finance customer account and so as to come up with the best possible solution for customer case.

REFERENCE

Will be furnished upon request