



REHANA SHEIKH

Mob: +971 522693117

Email: rehanashkh@yahoo.com

Address:
Dubai – UAE

Personal Details:

Gender : Female
Marital Status : Single
Nationality : Indian
Date of Birth : 22-06-1985
Language : English, Hindi, Konkani
Visa Status : Employment

Passport Details:

Passport Number : U1395634
Date of Issue : 15-01-2020
Date of Expiry : 14-01-2030
Place of Issue : India

Skills:

Microsoft Excell
Tally Prime
Active Learning
Analytical Skills

Career Objective

Experienced professional with a strong background in accounting, customer service, and office administration. Adept at managing financial records, handling reservations, and providing exceptional service to clients. Seeking a position that will leverage and expand my extensive experience, contributing to both personal and organizational growth.

Education

B.A, MES College of Arts & Commerce, Goa University, 2007 –2008.

Professional Experience

Al Daisi Trading L.L.C, Dubai - UAE

Office Assistant (Jun 2023 – Till Date)

Maintain accurate records of purchases, sales, and expenses.

Track outstanding payments and communicate with vendors and clients.

Monitor inventory levels and assist in placing orders.

Coordinate schedules and arrange appointments and meetings.

Draft and format emails, reports and other documents.

GNK Cross general trading LLC (Dubai)

Calling Agent Feb 2023- May 2023

Led performance reviews and tailored employee feedback to facilitate professional development.

Professionally handled difficult customer complaints and object to maintain first class customer service standards.

Calls live and Zendesk, chat on whatsapp, Ziwo calls managed the performance of the team.

Managing data segregation, preparing work schedules, assigning specific duties and daily reports

1930 Mall, India

Event Coordinator (Dec 2021 – Aug 2022)

Organize events and manage event logistics.

Handle tenant issues and provide solutions.

Coordinate with maintenance staff to ensure cleanliness and functionality of the mall premises.

'M' The Business Hotel, Goa, India Night Manager (Mar 2018 – Oct 2020)

Oversee hotel operations during the night shift.

Address and resolve guest issues promptly.

Act as the first point of contact during emergencies.

'M' The Business Hotel, Goa, India Reservation Specialist (Mar 2017 – Mar 2018)

'M' The Business Hotel, Goa, India Receptionist

(Mar 2016 – Mar 2017)

Hotel Cliff, Goa, India

Receptionist

(Feb 2012 – Feb 2015)

Bogmallo Beach Resort, Goa, India Account Assistant (Mar 2009 – Aug 2010)

BAC Enterprises, Goa, India Accountant (Aug 2007 – Mar 2009)

Declaration

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

REHANA SHEIKH