



SHEBEEBA GAFOOR

+971502650575, Shebeebamanoj@gmail.com,
Abu Hail, Dubai

PROFILE

Dedicated receptionist with 1 year of experience in a busy shipping company. Skilled in front-desk operations, client interaction, and administrative support. Strong communication, organizational, and problem-solving skills. Proficient in Excel and PowerPoint, with experience in managing records, coordinating meetings, and ensuring smooth office operations. Committed to providing excellent service and a professional front-office experience.

PROFESSIONAL EXPERIENCE

Vridhhi Ship Management & Operations LLC

2024-Present

Administrator / Receptionist

- Managed front desk operations, welcomed clients and visitors, and handled incoming calls and inquiries
- Prepared quotations, commercial invoices, packing lists, proforma invoices, and LPOs
- Maintained accurate records of crew salaries and processed related documentation
- Handled petty cash, maintained expense records, and ensured proper reimbursement procedures
- Assisted with documentation and coordination across accounts and operations departments
- Scheduled meetings, managed calendars, and supported day-to-day administrative functions
- Utilized MS Excel for documentation, reporting, and data entry tasks
- Provided excellent customer service in a dynamic shipping environment

Motilal Oswal Financial Services LTD

2020-2024

Admin cum Adviser

- Provided administrative support including document preparation, email management, and recordkeeping
- Advised clients on basic stock market procedures, account openings, and trading platforms
- Assisted with preparing client portfolios, trade summaries, and investment reports
- Coordinated meetings, maintained client schedules, and supported daily office operations
- Handled petty cash, processed transactions, and maintained financial logs
- Ensured accuracy in documentation such as KYC forms, agreements, and compliance files
- Communicated with clients to resolve queries and provided updates on service requests
- Utilized MS Excel for tracking trades, client data, and generating performance reports

Geojit Financial Services LTD

2015-2019

Equity Dealer cum Back Office Management

- Advised clients on stock market investments, trading strategies, and portfolio management
- Assisted clients in account opening, KYC compliance, and platform usage
- Provided updates on stock performance, market trends, and investment opportunities
- Responded to client inquiries and offered personalized recommendations based on market analysis
- Handled back-office tasks including trade confirmations, transaction processing, and client data management
- Maintained accurate records of trades, client portfolios, and compliance documentation
- Coordinated with internal departments to ensure smooth processing of client requests

Angel Broking

2013-2015

Equity Dealer

- Guided clients in making informed investment decisions based on market analysis and stock performance
- Assisted with account opening, KYC documentation, and platform onboarding
- Provided regular updates on market trends, stock movements, and portfolio performance
- Maintained accurate client records and ensured all advisory activities complied with regulations
- Responded to client inquiries and offered personalized support and recommendations
- Built strong relationships through consistent communication and professional service

Admin

- Handled daily office tasks such as answering calls, managing emails, and maintaining records
 - Scheduled appointments, organized meetings, and coordinated with team members
 - Maintained and updated employee and office files, both physical and digital
 - Assisted with data entry, filing, and basic report preparation
 - Supported general office operations to ensure a smooth and organized work environment
 - Welcomed visitors and ensured professional front-desk service
 - Monitored office supplies and coordinated restocking as needed
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EDUCATION

MG University
Bsc Home Science

2004-2007

SKILLS

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|-----------------------|-------------------|
| • Fast Learner | • Communication |
| • Attention to Detail | • Microsoft Excel |
| • Time Management | • Microsoft Word |
| • Customer Service | • Organization |
| • Scheduling | • Problem-Solving |
| • Email Management | • Leadership |
| • Confidentiality | • Teamwork |
| | • Flexibility |
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LANGUAGE

- Malayalam
- English