



# TASNEEM SHAIKH

## OFFICE IN-CHARGE

### ABOUT ME

Let me introduce myself, I am an Admin cum Office in-charge and SMO who has 3 years of experience in this job. I am a specialist in handling and managing day to day team operations considerable experience in reading trends. My journey began with a part time office clerk and admin and it has led me to a career in Admin cum Office In-charge.

### CONTACT ME

Phone  
+971 583050047

Email  
Shaikhtasneemkauser@gmail.com

Address  
Address  
Room no 21 ,bottel building,  
Abu-Shagara, Sharjah, UAE.

### EDUCATION

2018

- Bachelor of Arts  
Kalina University Mumbai.

2014

- DTED  
RC.Imambada collage

### AWARD AND REWARDS

Hard work award 2019-2020  
from Zam Zam School.

### WORK EXPERIENCE

Zam Zam School | 2023-present

*Office Incharge*

- Generally involves day-to-day office tasks, maintained database of clerical information, common clerical tasks include filing papers, entering data, and making copies and assigning and monitoring clerical functions.

Kutters & Butters | 2021 - 2023

*Admin Cum HR*

- prepared and maintained employment records related to events, such as hiring, termination, leaves, transfers, and promotions, used management applications and SMO work.completes clerical and administrative tasks for an office.

Zam Zam School | 2018 - 2021

*Account Admin & teacher*

- maintained and updated filing, inventory, mailing and database systems, either manually and used computer. typed and distributed meeting notes and routine correspondence. typed exam papers in English ,Hindi, Marathi ,Urdu for all standard. I also taught fourth-grade Urdu, English, and Marathi subjects.

### EXPERTISE SKILL

- Good Communication
- Teamwork
- Creativity
- Organisation
- Commitment
- Management

### LANGUAGE SKILL

- English
- Hindi
- Marathi
- Urdu