

SHEREEN JAMAL

Administration | Operations Management

Onsite | Remote

shereen.jamal237@gmail.com | 0557146846, 0505924204

Objective

Administrative Assistant with 5+ years of experience preparing flawless presentations, assembling reports, expertise in Microsoft Excel and maintaining utmost confidentiality. Aiming to use my proven skills to effectively fill the managerial role in your company. *Currently working as Remote Administration Assistant.*

Experience

ACCOUNTS CUM ADMIN ASSISTANT | BANK OF CREDIT AND COMMERCE

1. Informing the depositors through calls and mails to arrange the required documents for the final disposal of the deposit amount.
2. Validation of documents submitted by the depositors.
3. Printing Cheques
4. Handling sensitive information with utmost discretion and confidentiality.
5. Scheduled and coordinated meetings, travel arrangements for supervisors and managers.
6. Assisted in top level managerial responsibilities.
7. Attending to customer queries and processing them.
8. Data entering and managing databases.
9. Managing emails and directing to concerned departments.

CASHIER CUM ADMIN ASSISTANT | POWERNET IT SERVICES

1. Preparing daily sales and purchase reports using Excel worksheets.
2. Preparing monthly and yearly statistics on purchase and sales performances.
3. Tallying daily sales and purchase invoices.
4. Preparing charts, slides and financial analysis reports.

Education

Bachelor of Commerce with Computer Application | Mg University, Abu Dhabi
Commerce with Informatics Practices (Higher Secondary) | Abu Dhabi

Skills & Abilities

- Proficient in MS OFFICE (AI)
- Knowledge in Advanced MS Excel
- Proficient in Email and Web Management
- Digital Marketing
- Experience in Document Management Skills
- Lang: English, Malayalam, Tamil, Hindi, Arabic
- Poised under pressure
- Excellent Communication Skills
- Skilled in delegating tasks, team building and creating positive customer experience

Personal Information

Nationality: Indian

Visa Status: Husband's Visa

Gender: Female

DOB: 02-12-1986

COVER LETTER

Subject: Application for Job Openings in Administration and Operations.

Dear Sir / Madam,

Greetings of the day.

I am writing to express my interest in job vacancies in Administration and Operations Management. With experience in administration, operations, event coordination, and remote administrative support, I bring a versatile skill set and a proven ability to manage diverse responsibilities effectively.

In my previous roles, I successfully streamlined operational workflows, coordinated events with attention to detail, and provided efficient remote assistance to teams. My strong organizational skills and proactive approach make me confident in my ability to contribute to your team's success.

I would be thrilled to bring my expertise to your firm as well and would welcome the opportunity to discuss how I can support your goals. Thank you for considering my application.

Best regards,

Shereen Jamal.