

RINZINA RASHEED

ADMINISTRATION EXECUTIVE

Street 11 Rashidiya ,Dubai, UAE

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SNAPSHOT :

A value-driven and seasoned professional offering 6years of experience in Administration and customer service in MNC's

Proactive decision maker, targeting challenging assignments with a well-established and globally reputed organization, bringing the following transferable strength:

Proactive &	Relationship	Documentation
Industrious	Management Corporate	
Dedicated &	Communications	
Systematic		

- Comprehensive problem solving abilities and ability to deal with people diplomatically
- Experience in new business development with brainstorming ideas for addressing individual skill gaps & suggesting ways to facilitate the resolution of conflict
- Adept at conceptualizing, planning and implementing business strategies as per established company objectives, Policies & Procedures etc. to achieve targeted profitability & growth of business
- Proactive, achievement driven professional delivering consistent excellence through effective communication, coordination strategizing, planning and execution

PROFESSIONAL EXPERIENCE

SKILLHAND ADVERTISING LLC (DUBAI, UAE)

DURATION: 2 Years & 2 Months (October 2017 To December 2019)

DESIGNATION: Sales Administrative Executive

DESCRIPTION: *Accounts: - Preparing invoices receivables and Follow up on the same

*Sales: - Meeting new customers, understanding their requirements, providing solutions and suggestions for improved sales, responding to emails and telephonic calls

*Admin: - Preparing quotations, daily production plan, scheduling production team for daily task, managing purchase and production team, act as a mediator between management and workers.

RASHISONS INTERNATIONAL, (SHARJAH AIRPORT FREEZONE, UAE)

DURATION : 1year & 11 Months (September 2015 To July2017)

DESIGNATION: Administrative Executive

DESCRIPTION: *To act as a liaison between company and suppliers
*Physical verification of stock
*Documentation

NATURES CONTRAST., (SHARJAH UAE)

DURATION: 1 Year and 8 Months (February 2014 To September 2015)

DESIGNATION: Administrative Assistant

DESCRIPTION: * To Assist Sales Team
*Maintain Records
*To prepare reports

NATURES CONTRAST., (SHARJAH UAE)

DURATION : 7Months (August 2013 To February 2014)

DESIGNATION : Data Entry Operator

DESCRIPTION : *Website updation of Government companies such as Ministry of Interiors
and Ministry of Social Affairs

*To coordinate with functions of events conducted by Nature's Contrast

*To record and maintain the surveys conducted by Nature's Contrast

ACADEMIC QUALIFICATIONS

* **Successful Negotiation: Essential Strategies and Skills**
by University of Michigan

* **Brand Management: Aligning Business, Brand and Behaviour**
by University of London & London Business School

* *Post Graduation Diploma in International Business Operations (IGNOU, INDIA)*

**Bachelor Of Commerce (CALICUT UNIVERSITY , INDIA)*

***Higher Secondary(Commerce) New Indian Model School, Sharjah, UAE**

***SSLC – St.Joseph’s Anglo Indian Girls Higher Secondary School, Calicut, INDIA**

TECHINICAL KNOWLEDGE

- **I.T .Skills : M.S Office(2007)**
- **Communication Skills : English , Malayalam , Hindi , Tamil**

PERSONAL DOSIER

- ➔ **DOB : 3rd JULY 1992**
- ➔ **NATIONALITY : INDIAN**
- ➔ **CURRENT RESIDENCY: DUBAI UAE**
- ➔ **MARITAL STATUS : MARRIED**
- ➔ **AVAILIBILITY : IMMEDIATE**
- ➔ **VISA STATUS : RESIDENT VISA**

REFERENCES –

Furnished promptly upon request