

2018-09 -

2018-11

2016-10 -

2018-08

2014-08 -

2016-10

**Shamira Khan**

Administrative Officer Cum HR

**Administrative Officer Cum HR Plus Banking**

To work with full determination and dedication to achieve organizational and personal goals. To work as Senior Administrative where 4 years’ of Dubai experience will be fully utilized in providing quality and efficient administrative support to the company’s activities, and ensuring its smooth running.

**CURRICULAM VITAE**

**Branch Manager at Deva S Forex Beauro, kampala,Uganda Africa**

* Currency exchange, buying and selling all major currencies. ... Handle day-to-day cash transactions involving receivables and payable and exchanging foreign currency. Attends to customer inquiries on foreign exchange rate, remittances, bill payments, credit card encashment, promotions and other services
* Monitoring of stock on hand, Monitoring of rate fluctuations in the market.
* Optimization of cash stock by disposing non moving currencies.
* Arrange for daily bank deposit of Money Gram, Western Union , T.T transfer and client money.
* Monitoring and training cashier on new currencies and fakes notes.
* Keeping track on rate fluctuations of market and according to that changing buying and selling rate of currencies.
* Doing Western union and Money-gram sending & receiving.

**Gehna Jewellery Trading L.L.C**

* Handling specific personal task such as processing and renewing visa of employee, and all legal documents i:e labour card, trade license expiry,Dubai Municipality,Chamber of Commerce,Traffic Dept. Police Alaram System.
* Drawing Offer letters and experience letters for Joiners and leavers
* Conducting Interviews and handling recruitment inquiries by telephone and email.
* Maintaining and updating staff attendance and employee records.
* Schedule meetings,book air tickets,hotel reservation for staff and clients.
* Resolve day today administration issue like preparing documents and coordinating with carrier services for customs clearance of import and export of shipment and preparing documentation for event and Exhibition.
* QC-post & pre- shipments, stock in-out reporting,Tagging display.
* Coordinating with social media team and creative agency.
* Bill Payments Of Du/Etisalat /Bank transfer
* Been a part of Sales promotion exhibition held in UAE and Oman.

**Admin Cum Validator (TMQ channel Partner of Etisalat)**

* Promotion of Elite products on behalf of Etisalat, via telephone from the database provided
* Make contact with the customer, process the customer’s application forms via email and

 **Personal Info**



**Address**

Burdubai, Dubai UAE

**Phone**

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**E-mail**

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**LinkedIn**

www.linkedin.com/in/shamirakhn08

 **Technical Skills**

**Good in windows family,MS office: CRM,Outlook,Win gold,Herms,Excel.**



advanced

**Good in Communication,Customer Facing,Handling Sales team,Handling Cash, Preparing Accurate Reports & Administration Work.**



2010-10 -

2014-04

2005 -

2006

2003 -

2005

2001 -

2003

* Coordinate with team members for collection of the same.
* Identifying potential customers
* Preparation of customer reports, facilitating distribution and necessary follow ups
* Answer customer queries about company and its products
* Setting up appointments, Filing, record keeping, data entry , other office tasks
* Entering Data into CRM.
* Getting approval for Business Case.
* Cordinating with Sales Executive by give them update on product and also guiding them when they are in field.

**HDFC Bank LTD, GOA INDIA**

* As a Personal Banker, my job was to ensure that all the documents for account opening are checked, formalities completed by the customer in my presence.
* Explain to the customer the various benefits of the Investment product available.
* To assist the customer to complete the documentation and application formalities.
* Opening new customer accounts with documents to ensure that the criteria is met as per the Banks requirement.
* Ensure that photograph submitted for the ID proof is clearly visible it should match with the photo on AOD
* Original identity and address proof documentation need to be personally seen, scrutinized and verified. And then the originals are verified, stamp is to be affixed, a written confirmation “that the customer has signed the document in my presence” need to be stated and signed.
* To maintain quality norms on depletion and for cheque bouncing cases.
* To achieve sales target of Bank.
* Correspondence and follow up with customers
* Preparing and updating customer documents
* Preparing an Excel sheet on status of customers on a weekly basis

**Academic Credentials**

**Office Management Course**

GOA India

**B.A (Bachelor of Arts) From Govt.College, Goa ,India.**

**Shri Bhumika Higher Secondary**

Intermediate from Goa Board with 60% marks

**ST. John Of the Cross High School Goa India**

SSC Board with 67% marks