

# CURRICULUM VITAE

## SHAHEEN SAYYED

Dubai, U.A.E.

Mobile : +971-588746945

[shahindxb786@yahoo.in](mailto:shahindxb786@yahoo.in)



### PROFILE SUMMARY:

- Nationality : Indian
- Current Location : Dubai, U.A.E
- Work Experience : 10+ years in UAE
- Current position : Sales Executive
- Company : Zenith Capital
- Visa Status : Husband Visa

### QUALIFICATION :

<b>B.Com</b>	<b>Mumbai University (India)</b>	<b>March -2011</b>
<b>H.S.C</b>	<b>Maharashtra State Board Pune</b>	<b>February- 2005</b>
<b>S.S.C</b>	<b>Maharashtra State Board Pune</b>	<b>March -2002</b>

### AVIATION QUALIFICATION :

- IATA Passenger Ground Service Agent-December 2015
- DGR Category 9 -GCAA Approved
- Completed Internship for Passenger Ground Services at Sharjah International Airport since Sept, 2015.
- Successfully participated Travel, Tourism & Aviation Seminar at MNR Talent & Skill Development Institute Feb 2019.

### Key activity during internship:

- Highly skilled in greeting and checking-in passengers.
- Able to give accurate and detailed information regarding flight schedule.
- Familiar with SITA system to issuing boarding pass.
- Rescheduled passengers with flight interruptions.
- Assist unaccompanied Minors (UM).
- Assist passengers with absent baggage.

### SKILLS :

- **Windows & Office tools**
  - MS-WORD : Expert
  - MS-EXCEL : Expert
  - MS-OFFICE OTHER : Expert
- **Non-web programming**
  - TALLY 7.2 : Expert
  - Navision5 : Expert
  - Adrenalin : Expert

## LANGUAGES :

- English : Fluent
- Hindi : Fluent
- Urdu : Fluent

## CURRENT DUTIES & RESPONSIBILITIES :

### Sales Executive

ZENITH CAPITAL, Dubai, UAE

(Aug 2023 – till date)

- Ensure transactions are completed in an efficient manner with a high level of accuracy.
- Perform outbound calls to prospective clients with demo and live trading applications.
- Opening account with our broker account with successfully deposit amount.
- Make assure clients are trading with accurately.
- Consistent follow up with clients via phone calls or emails through the client activation process
- Work with clients to engage in FX opportunities
- Maintain and build professional internal and external relationships that meet the company's core values
- Identify prospective customers, lead generation and conversion.
- Ensure transactions are completed in an efficient manner with a high level of accuracy.
- Perform outbound calls to prospective clients with demo and live trading applications.
- Opening account with our broker account with successfully deposit amount.
- Make assure clients are trading with accurately.
- Consistent follow up with clients via phone calls or emails through the client activation process
- Work with clients to engage in FX opportunities.
- Identify prospective customers, lead generation and conversion.
- Meeting with clients virtually or during sales visits.
- Demonstrating and presenting products.
- Establishing new business.
- Maintaining accurate records.
- Attending trade exhibitions, conferences and meetings.

## CURRENT DUTIES & RESPONSIBILITIES :

### ADMIN OFFICER

FIT SOCIAL LLC Dubai, UAE

(Sept 2022 – June 2023)

- Prepares Monthly payroll for the employees.
- Handling petty cash transaction and posting entries in the system.
- Organize and schedule appointments
- Develop and maintain a filing system
- Oversee the inventory of office and stationery supplies and ensure to request order when necessary.
- Assist HR or Recruitment for coordinating interviews and job vacancy announcements.
- Attend to phone calls and answer concerns or inquiries.
- Handling petty cash transaction and posting entries in the system.
- Organize and schedule appointments.
- Develop and maintain a filing system.
- Posting expenses entries in the system.
- Order office supplies and research new deals and suppliers.
- Making scheduled for the staff.
- Dealing with queries on the phone and by email.

- Arranging travel and accommodation.
- Updating computer records using a database.
- Ordering office supplies.
- Liaising with suppliers and contractors.
- Liaising with staff in other departments, e.g. finance, HR.

#### CURRENT DUTIES & RESPONSIBILITIES :

##### **General Manager cum Assist Account Manager**

**JANNATI LLC (Abdulla & Ghurair Investment LLC) Dubai, UAE**

**(April 2013 – June 2022)**

- Handling of Accounts Receivables/Payables.
- Daily Operations Supervision.
- Organize and oversee all activities in the beauty salon and spa.
- Ensure the delivery of high-quality services according to established standards.
- Recruit and train new staff members.
- Direct daily operations to ensure efficiency and effectiveness.
- Enhance Customer Experience.
- Ensure complete customer satisfaction by providing exceptional service.
- Receive and address customer feedback, taking necessary actions.
- Develop strategies to enhance the salon's digital presence.
- Inventory Management:
- Monitor inventory levels and ensure the availability of necessary supplies,
- Prepares Monthly Bank Reconciliation Statements.
- Handling petty cash transaction and posting entries in the system.
- Purchase order processing.
- Prepares monthly payment schedule for vendors/suppliers
- Prepare payroll entries, invoices, and other accounting documents.
- Maintains Accounts' Ledger of the company.
- Prepares Monthly Bank Reconciliation Statements
- Handling petty cash transaction and posting entries in the system.
- Purchase order processing.
- Prepares monthly payment schedule for vendors/suppliers
- Prepare payroll entries, invoices, and other accounting documents.
- Maintains Accounts' Ledger of the company.

#### PREVIOUS ORGANISATION :

**Intertech Equip-Technologies Pvt.Ltd, India**

**(Aug'2011 – Mar'2013)**

Account Payables cum Purchase Manager.

- Processing invoices from various locations for payment.
- Corresponding with vendors and respond to inquiries.
- Processing daily cash receipts.
- Checking the accuracy of figures and calculations.
- Providing support documentation for audits.

**DECLARATION :**

- To work in a challenging environment that best utilizes, the knowledge and skills acquired by me in the field of Accounting, Auditing, and in other areas and give me an opportunity to contribute towards the organizational Goals and also to enhance my skills.

**(Shaheen Sayyed)**