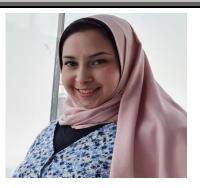
RANIA EBRAHIM SHABAN

Mobile: +971 566331524 Email: <u>Rania.shaaban.168@gmail.com</u> Dubai (United Arab Emirates)



Career Objective:

Seeking a challenging position as a **Admin / Accountant assistant / Secretary** in a progressive organization offering a challenging job that commensurate with my qualification and experience whereby I can utilize my talents and skills acquired for enhancing career prospects to contribute for betterment of the organization employed in.

Profile Summary:

- 3+ years of overall experience in office Management in UAE with reputed organizations.
- Professionally qualified with Bachelor's Degree in Commerce –Marketing specialist
- Undertook several trainings and workshops on Google Analytics, Environmental Management System.
- Excellent leadership, time management, advanced negotiation skills & leadership empowerment.
- Have excellent planning, organizing, coordination and customer service skills.
- Seasoned marketing professional acknowledged for sound decision making abilities, analytical skills and problem solving skills.
- Strategic, logical and reliable; enjoy the challenge of resolving long term issues and influencing revenue positive outcome.
- Enjoy opportunity to think "outside the box" deriving new solutions to old problems through strategic information gathering and data collection.
- Expert in monitoring and tackling obstacles, resolving issues related to operational and system errors.

Employment History:

1. Office Administrator – Accounting Assistant Al Furat Marble & Granite Industries Dubai, UAE

June 2021 – till date

Job Profile:

- Administered on increasing sales by supervising the process and following up on orders, deliveries, and collections.
- Assuring client's requirement on the project and getting necessary amendments done in real time to increase efficiency and decrease cost.
- Holding Petty Cash for the Company and responsible for giving daily reports to managements
- Making Plans, Reports, Presentations, Promoter Contracts, Payment Vouchers, Leave Certificates

- Meet new clients who might benefit from company products or services and maximize client potential in designated regions.
- Persuade clients that a product or service best satisfies their needs in terms of quality, price and delivery.
- Calculate client quotations and administer client accounts.
- Prepare reports for the Management and keep customer records.
- Provide training and produce support material for other members of the team.
- Meeting with clients and coordinating with their requirements within set timelines.
- Persuade clients that a product or service best satisfies their needs in terms of quality, price and delivery.
- Managing official communication of the company with clients.
- Giving on- the- job Training to new staff.
- Providing ongoing support and maximizing sales.
- Papering quotations for the clients , Marketing inquiries

2. Secretary

Engineering Consultant Office (ECO)

Dubai, UAE

September 2020-May 2021

Job Profile:

- Plan and coordinate administrative procedures and systems and devise ways to streamline processes.
- Receiving daily E-mails and give it to the concerned person .
- Coordinate office staff and marketing team activities to ensure maximum efficiency.
- Allocate company badge number to each employee and open personnel files in which all his service records/credentials are maintained separately and confidentially.
- Obtain work permit, residential permit for Expatriate employees.
- Prepare and Issue Company identity cards & gate passes.
- Prepare vacation, repatriation, and trips formalities.
- Prepare Timesheet for salary and other records & update all records in the system.
- Prepare a weekly report for 'Insurance and Claims' for the running year.
- Prepare statement for Policies premium, Additional policies, , Claims settlement debit, and credit notes.
- Analysis and prepare Driver's accident statistics report.
- Prepare Memo, monitoring & handle leave files.
- Booking Air Tickets for Employees.
- Schedule and Coordinate office meeting arrangements.
- Ensure security and confidentiality of data.
- Monitor and maintain office supplies inventory & review and approve office supply acquisitions.
- Maintain a safe and secure working environment.

3. Customer Service – Internal Marketing

Emelia Interior Designs

Alexandria, Egypt

August 2016- Oct 2017

Other Employments:

Trainee, Colcola Company, Alexandria , Egypt (June - July 2016) Fekra Travelling Agent , Alexandria , Egypt (Aug-Sept 2016)

Academic Qualification:

Graduated from Faculty of commerce -English Section, Alexandria, Egypt

(May 2019)

SKILLS

- Microsoft (Word, PowerPoint, Excel, Outlook)
- Basic of Adobe Photoshop

Personal Details:

Date of Birth	: 18 th July 1995
Nationality	: Egypt
Status	: Married
Visa Status	: Husband's Sponsorship
Languages known	: English, Arabic

Dear Sir/ Madam,,

I take this opportunity to introduce my shelf as a prospective employee at your esteemed organization being a very ambitious & sincere person, if I am given a chance to work for your organization, I assure you that I will work above your expectations and considerable value to organization.

Declaration:

I hereby declare that the above mentioned information is true to the best of my ability & knowledge.

Signature,,

Rania Ebrahim