

RABAB SHAHID

OFFICE ASSISTANT



Contact Details

Mobile no. - +971 509637725

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Address - Al Muraqqabat, Deira,
Dubai, UAE

Email - rababshahid1986@gmail.com

Personal Details

Nationality – Indian

Visa Status – Tourist (Valid up to 10
May 2025)

Date of Birth – 28 Mar 1986

Languages

English – Good

Hindi – Native

Skills and Abilities

- . Typing speed 30 – 35 wpm
- . MS Office (Word, Excel, PowerPoint)
- . Customer services
- . Staff Management
- . Office managements
- . Excellent organizational and multi tasking skills
- . Document Conversion

Work Experience

PREMIER FOUNDATION (NGO)

OFFICE ASSISTANT

(DELHI, INDIA)

Oct 2019 To Dec 2024 (5 Years 2 Months)

- Manage emails, letters, packages, phone calls and other forms of correspondence Plus prioritized and managed multiple tasks and competing priorities in servicing requests from senior managers.
- Supported front office staff by providing word processing of correspondence and reports.
- Documented payments and expenses to keep financial records current.
- Proof read documents and organized records, reports, and documents. Operated office equipment like personal computers, photocopiers, scanners, voicemail systems.
- Knowledge of Microsoft Office and other office management tools and applications.

ALL HEARTWEB PVT. LTD.

COSTUMER SUPPORT

(PUNJAB, INDIA)

Aug 2017 To Aug 2019 (2 Years)

- Resolve customers service or billing complaints by performing activities such as exchanging merchandise, refunding money or adjusting bills.
- Entering customer and account data from source documents within time limits.
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.

Qualifications

Bachelors in Arts

Aug/2017

William Carey University, Shillong, India.

Certifications

Digital / Social Media Marketing – DSDM Institution of Digital Marketing
10/Feb/2020

PC Management (Basic)- Rotary Regency Computer Institute
31/December/2004.

Desktop Publishing – Rotary Regency Computer Institute
30/July/2005.

I am eager to bring my skills to your team and can join immediately. Thank you for your time and consideration. I look forward to hearing from you soon.