



SHAREENA ZAKKIRIYA

ADMIN/EXECUTIVE SECRETARY +2 YEARS OF
EXPERIENCE IN UAE

CONTACT

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SKILLS

- Google suite (Docs,sheets, slides, Gmail), MS office 365
- Excellent communication and interpersonal skills.
- Strong organisational and time management skills.
- Proficient in record keeping and data entry.
- Ability to work in fast pace environment.
- Creating offline modules and posters.
- Situation handling.
- creative thinking
- MS office suite (Excel, word, presentation, outlook)
- Basic accounts knowledge - income and expenses.
- Self-motivated, goal-oriented and ability to work independently.

LANGUAGES

- English (fluent)
- Tamil (fluent)
- Malayalam (fluent)
- Hindi (beginner)

PROJECT

Faith model School-Event organizer-open sports meet and carnival festa.
Pristine Public School - Science Expo
Avinashilingam university - Tribes costume designing



PROFILE

To obtain an administrative role in a reputable organisation where I can utilise my skills and experience to contribute to the company's success. Proactive responsible and eager office administrator with the province track record of handling income and outgoing communication.



WORK EXPERIENCE

BLOSSOMS CHILD DEVELOPMENT CENTRE-DUBAI 2023-2025

Executive Secretary

- Demonstrated exceptional communication and interpersonal skills, interacting with clients, colleagues, and external parties.
- Greet and assist visitors, handle calls, manage mails.
- Provide information about services and procedures.
- Patient's registration, schedule, reschedule and cancelling the appointments by software.
- Prepare and process expense reports, invoices and other financial documents as needed.
- Maintain confidentiality of patient information as per DHA regulations.
- Managed the day to-day operations of the office, ensuring smooth workflow and efficiency.
- Prepare and manage patient files and records.
- Handle patient payments, co-payments and billing inquiries.
- Maintain the accurate and up to date records files and data bases.
- Developed and implemented an effective filing system both manual and digital.
- Dealing with technical and soft skills.

FAITH MODEL SCHOOL - INDIA 2021-2023
Primary facilitator

LIZTOZ PRESCHOOL - INDIA 2020-2021
Centre Coordinator/facilitator

PRISTINE PUBLIC SCHOOL - INDIA 2018-2020
Montessori facilitator



EDUCATION

VIVEKANANDA UNIVERSITY - INDIA 2020-2021
International diploma in Montessori and Nursery Teacher Training

AVINSHILINGAM UNIVERSITY - INDIA 2012-2015
Bachelor of Science

REFERENCE

Available upon request