

# Shabana Shaikh

## Casheir/ Admin

- ✉ shabanas1228@gmail.com
- ☎ 971 568353717 /971 569131400
- 📍 Burjuman, Dubai
- 📅 28/12/1999
- 🇮🇳 Indian
- 🔞 Single
- ♀ Female



### Professional Experience

- Sales Representative, Fourth Venture**  
Attended calls and coordinated with clients.  
Achieved target and followed up with clients.  
Maintained all records.

08/2023 – 01/2024  
Dubai, United Arab Emirates
- Customer Relation Associate (Co ordinator), EthernetXpress Company Limited Goa.**  
Handled complaints and queries of customers and teams and resolved via WhatsApp, email, phone and general correspondence.

2021 – 2023 | Panaji, India
- Receptionist / Front Desk Agent, Green Park**  
Greetings guests/visitors cordially.  
Managing security and telecommunications systems.  
Managing meeting room availability.

2020 – 2021 | Panaji, India
- Casheir, JJ Supermarket**  
Issue receipts to the Customer.  
Resolve customer complaints and giving refunds.  
Handling cash transactions with customers, scanning goods, collecting payments, issuing receipts, refunds, change or tickets and redeeming stamps and coupons.

2019 – 2020 | Chimbhel, India

### Education

- Bachelor of Commerce,**  
S.S. Dempo College of Commerce and Economics, Goa.  
Completed Bachelor of Commerce specialising in Cost Accounting successfully.  
Done various course like Digital marketing, Tally, Small Accounting Business and Computer course.

2020 | Panaji, India

### Skills

- Communication Skill

● ● ● ● ●

Patience Skill

● ● ● ● ●
- Problem Solving Skill

● ● ● ● ●

Leadership Skill

● ● ● ● ●

### Languages

- English

● ● ● ● ●

Hindi

● ● ● ● ●
- Urdu

● ● ● ● ●

Konkani

● ● ● ● ●
- Marathi

● ● ● ● ●

## Certificates

- Digital marketing
- Small Accounting Business
- Accounts Tally
- Computer course

## Interests

Creativity, Drawing and painting.

## Declaration

I, hereby declare that all the above facts are true to the best of my knowledge and I will be responsible for any discrepancy.

---

**Shabana Shaikh**