



SHANEEBA B.P

CAREER OBJECTIVE

A confident multi – skilled & capable of doing all kind of work demand by organization especially related to computer. Now looking for a new and challenging job position 'one which will make best use of my existing skills and experience & also further my development.

EDUCATION

- S.S.L.C 2007
- Higher Secondary 2009
- B.COM 2012
- M.com Running

Work Experience

Designation: Office Staff

Oct-2012-Nov-2014

Company: Ideal Travels (India)

Job Responsibilities:

- **Itinerary Preparation:** Develop detailed travel itineraries, including scheduling transportation, accommodation, sightseeing, and activities to ensure a smooth travel experience.
- **Customer Support:** Provide 24/7 support for clients in case of travel issues, such as flight cancellations, rebooking's, or emergencies during their trip.
- **Travel Insurance:** Offer clients travel insurance options and explain coverage details. Assist in claims processes when needed.
- **Payment Processing:** Handle payments, including deposits and final balances, and issue invoices for travel bookings and services rendered.
- **Maintain Client Relationships:** Build long-term relationships with clients by providing excellent customer service and following up on their experiences after their trip.
- **Stay Updated:** Keep informed of current travel trends, destination updates, visa regulations, airline rules, and travel advisories.

Designation: Private Tutor (Accounts Teacher) Feb-2020 to Dec-2022

Collage Name: Arts College (India)

Job Responsibilities:

- **Customized Lesson Planning:** Develop and implement personalized lesson plans to meet the specific needs and learning goals of the student in accounting topics, such as financial accounting, managerial accounting, and cost accounting.
- **Subject Mastery:** Teach accounting concepts, principles, and applications, including journal entries, financial statements, balance sheets, income statements, and cash flow statements.
- **Exam Preparation:** Help students prepare for school exams, entrance exams, or professional accounting certifications, accounting subjects by providing targeted practice, reviewing past papers, and offering exam strategies.

Contact

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Email

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Address

Deira, Dubai , UAE

Personal Info

Nationality : India
Gender : Female
Marital Status : Married
Visa Status : Husband Visa
Visa Expiry : 20/08/2026

Skills

- Book Keeping
- Inventory System
- Expenses Reporting
- Invoice Processing
- Dedicated Team Player

Languages

- English
- Malayalam

Certificates

- I.P.A (International Professional Accountants Running)