



PROFILE

Versatile Administrative professional with 10 years of experience who applies exceptional organizational skills administrative teams. Focused on ensuring efficient office operations through effective management methods, capable of multi-tasking, and meeting tight deadlines.

SHAREENA RASHEED

SKILLS

- Excellent written & verbal communication skills
- Project Management - Planning, scheduling & execution
- Administrative writing & reporting
- Developing processes
- Problem solving

CONTACT

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LOCATION:

Mumbai, India

WORK EXPERIENCE

BCD Travel India

Sr. Administration Executive

October '13 till present

- Assists in developing and maintaining objectives, policies and procedures to ensure the efficient operation of the Company.
- Responsible to manage end to end process of recruiting and training administrative support staff.
- Keep track of office supplies by proactively identifying needs based on consumption.
- Vendor and supplier management.
- Assist in the development and monitoring expense budget and monthly forecast, prepare & provide MIS.
- To maintain audit records of hardware/IT assets provided to employees during their tenure.
- Assist HR department during employee engagement activities.

Sodexo Company

Rig coordinator for Transocean

July '11 till Oct '13

- Responsible for all aspects of crew coordination for designated installations like Recruiting, scheduling, documentation, payrolls, internal communications, etc.
- Manage calls from offshore rigs & vessel (Jackups & floaters).
- Respond to alarms in case of emergency situations on the base as well as the offshore rigs.
- Maintaining clear channels of communication between all stakeholders.

EDUCATION

LANGUAGES KNOWN

English



BACHELOR OF COMMERCE (B.COM)

Mumbai University, 2008-2011

DIPLOMA IN EXPORT AND IMPORT MANAGEMENT,

Welingkar Institute of Management - Mumbai, 2012

DIPLOMA IN BUSINESS MANAGEMENT

Welingkar Institute of Management - Mumbai, 2018