



## Personal Details

### Mobile

+971-505573272

### Email

sheerazjumani@gmail.com

**Address** : Al Barsha, Dubai

**Date of Birth** : 08.08.1977

**Nationality** : Pakistan

**Visa Status** : Employment

**UAE DRIVING LICENSE**

## Education

- Bachelors of Arts - 2000
- Intermediate (FSC) Pre-Medical 1996
- Matriculation (SSC) Science Group - 1994

## Computer Literacy

- Operating System (windows 98, 2000 Professional/XP Professional)
- MS- Office
- Internet Surfing & browsing

## Trainings

- Effective Business writing Skill from Hertz-Optimus Limited.
- Wind Mast Expert Training United Nation Development Project.
- Reward of Employee of the Month in 2011 & 2014.
- Customer Service training Singapore

## Skills & Competence

- Hardworking Honest and Sincere.
- Strong organization and people skills.
- Able to able and will to learn new material.
- Driving License Experience

## Languages

- English - Fluent
- Hindi - Fluent

# SHEERAZ JUMANI

## Over View

To work in an organization that provide opportunities for learning and professional growth, offers a challenging environment and uses my abilities to the fullest.

## Work Experience

### IV Wellness Clinic, Dubai

**Feb 2024 - Present**

- Worked as a Coordinator/LOCATION Instructor

### Carrefour Hypermarket, Dubai

**Mar 2023 – Jan 2024**

- Worked as an Order Picker
- Worked as a Car Delivery Driver

### Food Studio Restaurant, Dubai

**Nov, 2019 - Dec, 2022**

- Worked as a Cashier
- Worked as a Restaurant Supervisor
- Worked as a Waiter/Server

### Second Wife Restaurant, Dubai

**Jan, 2017 - Oct, 2019**

- Worked on GRO
- Worked on Runner
- Worked on Order Taker
- Worked on Floor Manager
- Worked on Senior Manager
- Worked on Restaurant Staff Trainer

### Al Monsef Rent A Car (Dubai UAE) as Sales & Marketing Executive

**Oct, 2015 - Dec, 2016**

- Worked on reception area for customer dealing
- Maintain rental agreement
- Marketing on Electronic Media
- Worked on Car rental agent
- Follow up Customer payment collection
- Customer car maintenance complain resolve
- Payment Recovery Officer

### Hertz-International (Pakistan) as Secretary to CEO, Admin Officer and Customer Service officer/Rental Agent and Sales and Marketing Executive / Dec, 2010 - Sep, 2015

- Report on CEO for all official and personnel works.
- Worked on admin department for purchasing.
- Worked on reception area for customer dealing.
- Worked on car rental agent/Customer Service dealing of domestic and international customers
- Maintain purchase order.
- Solve customer complain for operation department side.
- Worked on company security problems and issues.
- Worked on Sales and Marketing and event organized.

### Jumani Group of Company as PRO & Admin Officer Executive Aug, 1996 - Nov 2010

- Report on Chairman to all works for public dealing.
- Maintain stationery department.
- Maintain debit and credit vouchers.
- Handling Petty cash.
- Worked on all office administrations issues.