



SHAKEEL ZADA

Office Manager

PROFILE

Having achieved many goals in my career of public accounting and financial services, I am interested in expanding my professional horizons by seeking new challenges in the area of administration or office supports.

I have enjoyed a reputation as an efficient accounting and have a knack for immediately establishing a good rapport with clients.

CONTACT

PHONE:
+971 527302928

EMAIL:
Zada7225k@gmail.com

COMPUTER SKILLS:

Dynamic 365 Business Central
Quick Book
Microsoft Office
MIS Software

EDUCATION

University of Malakand (2008 – 2010)
Masters of Business Administration

University of Malakand (2005 – 2007)
Bachelor of Commerce

Zabeel Institute, Dubai (2021)
CAMS Certification (Anti-Money Laundering Course)

WORK EXPERIENCE

Udrive Rent A Car LLC.: Office Manager
January 2021 - Present

Udrive Rent A Car LLC.: Senior Account
March, 2017 – January 2021

Hasib German Logistic Services: Finance & Operations Manager
March, 2012 – June, 2016

Daud Zai Group of Company: Finance Manager
December, 2010 – February, 2012

SKILLS

