



TINA SAREEN

Career Objective :

Seeking a career position in the field of Accounts and Administration to achieve the highest level of proficiency where I can fully utilize my education while contributing to the benefit of my employer & the organization.

My Message

I would like to explore the possibilities of joining your organization.

The enclosed curriculum vitae will provide you with pertinent information concerning my experience and skills.

You will find me to be a dedicated individual, with the ability to quickly establish strong work relationships with individuals of all levels of backgrounds. My ambitious and assertive personality enables me to maintain an effective and efficient performance in a conscientious manner.

Armed with a strong background of practical knowledge and hands-on training, I feel confident to assume all responsibilities that may be assigned to me. Given an opportunity to serve in your organization I will prove myself worthy of the job.

Thank you for your time and consideration, I would appreciate the opportunity of an interview, at your convenience, to discuss in greater detail how my abilities can contribute to your organization.

Educational Qualification

MASTER OF COMMERCE - APRIL 2003

Hemwati Nandan Bahuguna Garhwal University, Meerut, India.

BACHELOR OF COMMERCE - APRIL 2001

Ch. Charan Singh University, Meerut, India

SENIOR SECONDARY SCHOOL EXAMINATION - APRIL 1998

Delhi Public School Education Board

HIGHER SECONDARY SCHOOL EXAMINATION - APRIL 1996

Delhi Public School Education Board

Professional Qualification

HIGHER DIPLOMA IN SOFTWARE ENGINEERING - OCT 2000

APTECH Computer Education, Hardwar, India

BUSINESS PROFESSIONAL PROGRAMMER - NOV 2003

DOEACC Society (Govt. Of India)

About Me

I am Tina, a committed professional who easily builds strong working relationships with people from diverse backgrounds and all levels. My drive and confidence help me perform effectively and efficiently while maintaining a thoughtful and responsible approach.

Nationality : Indian

Passport Details : T2375486

Passport Expiry : 27-02-2031

Date Of Birth : 10th May 1980

Marital Status : Married

VISA Status : Golden Visa

Contact

00971507784911

Tinamaggo@gmail.com

Dubai

Skilled In:

- Microsoft Office
- RDBMS Concepts with Oracle 8
- Networking with Windows NT
- GWBASIC
- Multi User Operating Concepts with Developer 2000
- Information Technology
- PC Software
- Business Systems
- Programming and Problem Solving through 'C' language

Languages

- English
- Hindi
- Punjabi



CAREER HISTORY



Accounts & Administration

(January 2002 - December 2003)

SENIOR COMPUTER TEACHER | DOON CAMBRIDGE SCHOOL, UTTARANCHAL, INDIA

Responsibilities:

- Prepare and develop class curriculum and present the material to students
- Organize and maintain a proper teaching environment
- Teach students to understand and be able to use computers
- Design and develop computer instructional material
- Monitor, evaluate and grade students
- Maintain students file records
- Order and maintain necessary supplies
- Ensure all computers are in good state
- Initiate and moderate classroom discussions and debates
- Conduct laboratory activities
- Participate at school's events and trades
- Coordinate group training sessions
- Provoke students to spend more time learning about computers
- Assign engaging homework
- Oversee the study hall
- Establish and implement school based computer educational programs
- Maintain a good relationship with students, parents and other teachers
- Stimulate analytical and rational thinking
- Handle students problems
- Act as tutor, offer them moral support
- Counsel them concerning their educational development and career choosing.

(May 2001 - December 2001)

OFFICE ADMINISTRATOR | ASHOKA ELECTRICAL SALES CORPORATION, NEW DELHI, INDIA

Responsibilities:

- Procurement and maintenance of office equipments/furniture/fixtures, to ensure their serviceability and AMC.
- Administer all travel arrangements.
- Assist in the preparation of PowerPoint presentations.
- Preparing and sending the purchase order to external suppliers as per the client's order and coordinating with suppliers and clients for the delivery arrangements along with the preparation of the proper paperwork for billing and authorization of a variety of invoices as per defined processes.
- Responsible for maintaining a record of all outstanding purchase orders with external vendors.
- Handling the material dispatch and ensure that the right material should reach the right place at right time.
- Preparing salary roster of all the workers.
- Preparing Charts for Inventory and stock clearance on weekly basics.