

Zunaira Aabideen

47 Levesque Ave, West Hartford, CT 06110

(860) 834-8838

Zunairam317@gmail.com

EDUCATION

Associates of General studies- Manchester Community College

2017

Undergrad in Finance BS, Central State University

2020

SUMMARY OF QUALIFICATIONS

- Proficient in MS software's
- Leverage organization skills
- Detail oriented
- Multitasking and organization skills
- Strategic and planning oriented
- Excellent customer service skills
- Data entry and budget management

PROFESSIONAL EXPERIENCE

Shear Wellness Salon and Spa- Administrative Assistant

225 Hopmeadow St, Weatogue CT

July 2019- Present

- Booking appointments/Cancelling appointment
- Making Daily deposits and recording in QuickBooks
- Checking and cashing out clients.
- Managing tips for stylist on a daily.
- Marketing on social media to increase sales.
- Keeping the salon updated with seasonal decorations.
- Sending emails for daily coupons to increase retail sales.

Liberty Tax Service – Tax Prep/Receptionist

332 Franklin Ave, Hartford, CT

October 2016 – May 2019

- Prepared Tax returns for clients, interviewing clients to obtain their personal information to prepare taxes.
- Advising clients on how to file their taxes accurately and truthfully.
- Managing the front desk with high volume of inbound calls.
- Making appointments/ Cancelling appointments as well as emailing previous and future clients.
- Sending out promotional sales as well as greetings for holidays.
- Helping the managers with marketing as well organizing team meetings to improve tax numbers.
- Promoting a positive environment at work by helping every team member as to the best of my abilities.
- Handing out client checks and recording data on excel and Lib pro.

Safeguard Security- Administrative Assistant

1 Corporate Dr, Windsor locks, CT

August 2017 – November 2018

- Built a relationship with sales rep to make sales on their security products.
- Created Accounts for new customers, greet and assist onsite guests.
- Answering inbound phone calls, develop and implement organizing filling system.
- Performed all other office tasks and marketing products via email and updating social media.
- Prioritized customer service and sales rep to maintain good sales.
- QuickBooks software to update the sale numbers.
- Created wok tickets for orders on hold or had technical issues.

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Leadership

Member of the Business Club, CCSU

September 2019

Habitat for humanity Club, Manchester Community College

September 2015- 2017

MSA Member, Manchester Community College

November 2014-2015