**SHABANA**

**E-Mail:** **SHABANA.199875@2freemail.com**

 **JOB OBJECTIVE**

 Willing to work as a key player in a challenging and a creative environment where my HR & Finance and analytical skills would be applied to serve human kind and to prove self-worthy to your esteemed organization.

 To add value to the products and services on which I undertake the assignments.

 Key strengths include the ability to multi-task, being self-motivated, determined and flexible.

 **EXPERIENCE HIGHLIGHT**

 Exceptional quality for controlling the HR & Sales team.

 Reliable and dependable.

 Believe internal principle and dictate performance.

 Highly adaptable, thrive on challenges and excel in new environment.

 Able to produce positive results independently.

 Strategic and creative thinker recognized for exceptional work ethic and commitment to organizational objectives.

 Ability to learn the concepts rapidly required to job demands.

 **IT SKILLS**

 Excellent knowledge on Linux & Windows system.

 MS Office Package and Internet / Outlook, CRM etc.

 **WORK EXPERIENCE**

**Employer**: **iAXCESS FZE Work Location:** Sharjah

**Designation:** HR Admin Assistant & Sales Coordinator

**Duration:** From November 2013 till December 2016

 Handling all SAIF zone related tasks like Visa, Emirates ID card processing and renewal, Passport renewal&

submission.

 Supervises the work of employees in supporting roles, including assigning workload and monitoring employee performance.

 CV assessment formalities & Keeping record for each candidate.

 Managing Accounts for Staffs & Office Petty cash.

 Assisting manager in Sales as required.

 Sending renewal quotes for Re-Sellers & Customers.

 Support Finance department for their necessary documentation work, filing, record updates etc.

 Manages receivables, payable, and cash payments. Keeps accurate and up to date records of petty cash.

 Handling all the needs and requirements for Logistics purpose.

 Send all necessary documents to Head Office & Assisting Finance Manager with all necessary tasks and reports.

 Timely follow up with customer for renewal and processing of renewal orders.

 Assisting Sales team for order processing & Margin Calculation Sheet.

 Contacting leads for Kaspersky and Acronis.

 Maintaining attendance sheet for all staffs.

 Management of attendance of the staffs in ZOHO.

 Management of workflow in CRM.

 Maintaining inventory for Symantec, Stormshield, Netgear and Sophos.

**Employer**: **Tech Mahindra Ltd. Work Location:** India

**Designation:** Oracle DBA

**Duration:** From May 2010 to January 2012

 Having 2 years of relevant experience as an **Oracle DBA**

 **EDUCATION**

 **B.E. Computer Science (**2005-2009**)**, **74%**, Sree Sastha Institute of Engineering and Technology, Chennai.

 **Higher Secondary** (2005), **93%**, Kerala Vidyalayam Higher Secondary School, Chennai.

 **SSLC** (2003), 95**%,** Kerala Vidyalayam Higher Secondary School, Chennai.

 **AWARDS**

 School Topper in **S.S.L.C** public examination.

 School Second in **H.S.C** public examination.

 **PERSONAL DETAILS**

Date of Birth: 8th January 1988

Languages Known: English, Malayalam, Tamil & Hindi

Visa Details: Residence

Marital Status: Married