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Objective: I would like to place myself in an organization, where I can put my skills into practice, build upon my core competencies and gain an experience that would offer me role to enhance the company’s value.

Work Experience:

Alfuttaim Investment Management –DIFC from Feb 2016 to till date in Admin – ( 2 month Contract)

Sep 2012 to Sep 2015: Young Brand Apparel Private Ltd (Bannari Amman Group of companies – MNC)

Role and Responsibility: HR and Admin Executive,

* Identify the sources of recruitment and build the database of consultants.
* Collect the resumes on requirement and screen the prospects based on the job profile requirements.
* Coordinate the holding of interviews and negotiation process and appointment process.
* Ensure that the employees are legally appointed or terminated.
* Identify the training requirements and generate a training calendar.
* Monitor the attendance and performance of faculty and training program based on feed back.
* Record employee wise training programs attended that shall help in evaluating the yearend value addition.
* Review the performance measures of all YBA staff through their HODs and submit report to the management. Take up disciplinary proceedings against misbehaving employees.
* Effective implementation of various HR system / sub – systems and mechanisms.
* Prepare organization chart and vacancy chart.
* Company Policy review with Head HR and CEO.
* Training program - Prepare the material and send the report for review once finalizes the same.
* Exit Formalities - Arrange for Exit interview, NOC and RL, EL, arrange for farewell.
* General activities: Prepare Work Committee MOM / Preparing YBA Magazine / Assist in preparing designation / Preparing Employee exit /Events arrangement.
* Fun @ work - plan, discuss and implement / Staff activity - Ex. Pot luck, plan, discuss, implement.

Role and Responsibility: Personal Secretary to CEO (Chief Executive Officer),

* Support the CEO to manage workload and activities.
* Co-Ordinate and maintain the dairy of the CEO including organizing of all appointments, meetings, travel arrangement.
* Identify, anticipate and prepare information requirements of CEO for meetings, appointments, presentations etc.
* Follow up inward and outwards requests for information, outstanding reports and correspondence.
* Liaise with and support team members business related travel arrangement.
* Arrange meeting rooms for internal and external meetings as requested and in advance for recurring meetings.
* Schedule team meetings, prepare agenda and draft minutes.
* Attend Board of Directors meetings, take minutes and be point of contact for director.
* Maintain Organizational calendar and forward to Shareholder on weekly base.
* Assist with the coordination of specific projects e.g.Program information night and days, Newsletters, Events Etc.
* Preparing Travel/ dinner Expense report and pending expense clearance with Finance department.

**Feb 2012 to Aug 2012:** **VIP Housing and Properties**

**Role and Responsibility: HR and Admin**,

* Handling Recruitment process.
* AGM Reports handling.
* Coordinating the team meeting.

**Apr 2009­­­­ to Jan 2012: Manaco Energy Solutions Pvt. Ltd.**

Role and Responsibility: HR Administration,

* Maintain the resume, appointment and promotion correspondence of all employees.
* Preparing the Appointment letter, Reliving Letter, Confirmation Letter etc. for staff and candidates.
* Keep the leave register updated and ensure that all leaves are properly registered and accounted.
* Inform VP, Accounts & Directors of any loss of pay situation on the 1st of every month. Maintain and Updating Leave information & Attendance Records.
* Maintain the personal information file with all details. Ensure that any changes are immediately updated. Maintain the email/ mobile/ office address information of all members of the company.
* Follow up with courier for POD copies, check them and file them. Check and clear the courier bills when they are submitted and pass on the bills to Accounts for payment.
* Inform all staff through email on birthdays on the day before evening and send an E-card on behalf of the company and organize for the birthday event.

**Role and Responsibility: Marketing support,**

* Receive order from branches /customers. Raise OAN and file it along with the PO. Highlight the non-standard features/ specs, special delivery or payment terms and reconfirm with branches.
* Collate all enquiries generated at HO, either from Internet, emails, letters, mailers or tele-calls and send them to branches. Update the status of follow-up by the branches in the list.
* Do telephone marketing calls and keep branches informed on responses.
* Plan mailer campaigns on a weekly basis as per the requirements agreed by branch and Management. Take targets for mailers sent and enquiries received.
* Keep updated to Management on receipt of new orders, prospect lists, material all locations, non-standard terms & conditions, or any other problems.
* Received indents for all material to be purchased, duly signed by Director.
* Use standard ordering formats, procedures and nomenclature to raise orders. Place the orders by email/ fax/ letter as required by the system.
* Follow up for delivery. Inform the indentor on the delivery schedules.
* On receipt of material, check the bills for accuracy on quantity and pricing, clear it and pass it onto the indentor for further technical checks if needed. For non-technical products, clear the bills and send it to accounts.
* Inform the indentor, VP and accounts by email the receipt of material, bill number and quantity.
* Regular Follow up of Pending Payment, C forms, TDS Certificate with Customer.

Educational Qualification:

Academic:

* B.A English Literature from Madras University, Chennai - 2008.
* M.Sc Psychology from Madras University, Chennai (pursuing)

**Technical Profile:**

* Operating system: MS-OFFICE.
* MT2D Animation: Coral Draw, Photo Shop, Web Design, Flash, Illustrator, Dream Weaver, Page Maker.

Extracurricular Activities:

* Undergone communication skills workshop.
* Undergone FIRST AID TRAINING from St.John’s Ambulance.
* Drawing, painting, and reading books.

Competencies:

* A quick learner with ‘Can do’ attitude.
* Good team player.
* Self-starter and motivated.
* Honest, Sincere and Hard Worker with a high level of Integrity.
* Ability to develop and maintain good employee relationship is must.
* Analytical and Problem solving skills.
* Good communication and presentation skills.
* Good negotiation and settlement skills.

Interests and Hobbies:

Cooking, Chess, Embroidery & Reading books, Drawing, Painting, Mehandi..

Personal Details:

Gender : Female

Marital Status : Married

Date of Birth : 22nd Dec 1985

Languages Known : English, Hindi, Urdu, and Tamil