**Personal Information**

Name: Sadaf

 Gender: Female

**Work Experience**

**MBA Program Coordinator**

**American University**

**June 2013 - Sep 2015**

* My role as MBA Program Coordinator was to liaise with students and faculty, conduct tutorials and serve as the primary focal point for all MBA related matters with the university administration as well as working with the MBA Association.
* In addition, I worked closely with the MBA Program Director on integration of specialized fields including Finance and Management to the MBA program and assisted the Admissions and Communications Department with the production of MBA promotional and awareness campaigns.
* **Specialties:** End to end MBA program support and coordination, liaison with variety of local and international stakeholders, problem solving, innovation, planning.

 **Business Consultant – On loan from American University**

 **Cummins Middle East - Jebel Ali - Free Zone – UAE**

 **July 2014 – Sep 2014**

* My role as Business Consultant was to learn and understand Cummins’ distribution processes, gathering data from department heads, and developing user friendly Distributor Manual for middle east distributors.
* I worked with Cummins employees in-charge of day to day operations and head of departments both in middle east and head office to ensure everyone’s needs are fully captured in the requirements document.
* Given short project timeline, I planned every activity proactively with key stakeholders and kept everyone informed of the progress. This enabled me to meet the project timelines and deliver quality product.
* **Specialities:** Leading global meetings efficiently, gathering project requirements, planning in coordination with key stakeholders, working efficiently and effectively, stress management, having plan B.

**Finance Assistant**

**Finance Department**

**American University**

**Nov 2011 – May, 2013**

* My role as Finance Assistant was to ensure compliance of financial processes and financial records with organization policies and therefore I implemented internal control procedures to ensure accountability and auditability.
* I also meticulously processed financial documentations (vouchers, supporting documents and invoices) in the Enterprise Resource Planning (ERP) system to ensure timely payments.
* Summarized receivables by maintaining invoice accounts, coordinating monthly reconciliations, and preparing reports using ERP.
* **Specialties:** detailed oriented, developing and implementing internal control processes, using ERP, cash management, good communication skills, bank reconciliations, and building relationships.

**Talent Consultant**

**3E Group**

**Jan 2007 – Oct 2011**

* My goal as a Talent Consultant was to truly understand the needs of both clients and candidates. I was absolutely committed to offer the very best service possible and to ensure that both clients and candidates achieve their employment goals.
* Worked with a variety of departments and recruited for the following functions: Sales & Marketing, Administrative, Customer Service, Technical, Operations, Human Resources, Accounting, and Project Management.
* **Specialties:** Full-Cycle Recruitment, Brainstorming, Networking, Research, Sourcing, Screening, Behavioral-based interviewing, Selection, Reference Checking, Job offer and Negotiations, Account Management, and Employee Onboarding.

**Education**

Certificate in Human Resources Dec, 2015

Certificate in Strategic Staffing Nov, 2015

Bachelor of Business Administration (BBA)

American University – Class of 2014 2010 - 2014

Diploma in Business Administration - DBA

Kardan Institute of Business Administration 2008 - 2009

**Trainings:**

* Strategic Staffing
* Aspiring Business Women Trainings at Economic Women Center
* Market analysis and exporting
* Basic Contract drafting and Business Finance
* Financial Accounting Training at American University

**Computer Skills:** MS Office (Word, Excel, Powerpoint, Outlook), ERP

**Language Skills:** English - fluent, Hindi/Urdu – basic, Farsi/Persian/Dari – native.

**Job Seeker First Name / CV No:1715178**

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