

A highly energized adaptable problem solver who spontaneously envisions and executes solutions. Outstanding team player with proven ability to organize work in prioritized levels and independently direct business affairs. Accurate assertive and adaptive professional.

ACHIEVEMENTS

* Individually ran the office of MENA Centre -Bahrain
* Assisted in setting up four major events of OECD, EDB and MENA.
* Single handedly headed the departments of Administration and HR for Multimedia R US
* Ranked fourth among top ten agents for Best Customer Service during tenure as Customer Service Executive.

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Experience

**SECRETARY/HR Coordinator**

CHANDRA PASSENGER TRANSPORT LLC, UAE July 2013- July 2016

Responsibilities

* Worked with Managers to develop and execute End to End Recruitment Cycle.
* Effectively managed direct reports; prioritized tasks, and completed annual evaluations.
* Coordinated travel arrangements and set up and maintain files and administered secretarial functions.

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**OPERATIONS HR/ADMINISTRATION MANAGER**

MULTIMEDIA R US, BAHRAIN Jan 2009 - July 2013

Responsibilities

* Maintained administrative staff (50-100) and End to End Recruitment Cycle.
* Accomplished staff results by communicating job expectations; planning, monitoring, and appraising job results;
* Provided supplies by identifying needs; establishing policies, procedures, and work schedules
* Completed special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.
* Successfully provided support and maintained continuity among corporate, by documenting and communicating actions and continuing needs.

**REASON FOR LEAVING**: MOVED TO UAE WITH HUSBAND

DUE TO HIS JOB OFFER

**Sandya**

[**Sandya.335355@2freemail.com**](mailto:Sandya.335355@2freemail.com)

Skills

Adaptability ◼◼◼◼◼

Analytical Skills ◼◼◼◼◼

Commercial Awareness◼◼◼◼◼

Dependable ◼◼◼◼◼

Effective / Efficient ◼◼◼◼◼

End to End Recruitment

Cycle ◼◼◼◼◼

Employee Relations ◼◼◼◼◼

Leadership Skills ◼◼◼◼◼

Management Skills ◼◼◼◼◼

Motivational Skills ◼◼◼◼◼

Performance Mgmt. ◼◼◼◼◼

Planning & Organizing ◼◼◼◼◼

Problem Solving ◼◼◼◼◼

Secretarial Skills ◼◼◼◼◼

Technological Skills ◼◼◼◼◼

Verbal Communication ◼◼◼◼◼

Written Communication ◼◼◼◼◼



**EVENT MANAGER / SECRETARY**

MENA CENTRE, BAHRAIN January 2008 - January 2009

Responsibilities

* Provided secretarial duties for managing director and scheduled meetings and event bookings as required
* Arranged and assisted in event planning, booking location, printing materials and interactions with delegates
* Arranged press conferences and media reports for events
* Assisted in creating and maintaining of databases and websites.

**REASON FOR LEAVING:**  DUE TO RECESSION, BRANCH OFFICE

FUNDING WAS CANCELED

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**HR ADMINISTRATOR / TECH SUPPORT COORDINATOR**

SITEL, BANAGLORE September 2006- December 2007

Responsibilities

* Managed applications, initiated background checks, and assembled hiring packages.
* Oriented new employees by providing orientation information packets; Documented human resources actions by completing forms, reports, logs, and records.
* Conducted interviews, contacted project managers to evaluate the personnel needs and updated all employees' information on HR databases.
* Accomplished human resources department and organization mission by completing related results as needed
* Provided assistance in software troubleshooting and certain hardware operational analysis
* Attained 86.36% of Customer satisfaction target and was among top 10 agents in the campaign.

**REASON FOR LEAVING:** MOVED BACK TO BAHRAIN AFTER MARRIAGE

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**FRONT OFFICE ADMINISTRATOR**

ACL LABORATORIES, USA April 2004 - August 2006

Responsibilities

* Batched and tracked specimens to and from clients of ACL
* Updated patient details, insurance and specimen details in database.
* Promoted in three months from back office data entry clerk to Front office Admin for specimen receiving and dispatching..

**REASON FOR LEAVING:** COMPLETED MY TERM IN USA

**Sandya Robert**

HR / ADMINISTRATION/ SECRETARIAL

Education

**BACHELORS IN BUSINESS ADMINISTRATION**

WESTERN MICHIGAN UNIVERSITY

KALAMAZOO, MICHIGAN, USA

**CERTIFICATE IN MANAGERIAL SKILLS,**

CHRIST COLLEGE

BANGALORE, INDIA

**DIPLOMA IN SYSTEMS ANALYST,**

APTECH INSTITUTE

BAHRAIN

**CERTIFICATE IN SECRETARIAL SKILLS,**

NADIA INSTITUTE

BAHRAIN