

Contact HR Consultant for CV No: 336028

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# *To,*

**The H.R. Manager,**

*Dubai, United Arab Emirates*

*After Greetings,*

*I am applying to your esteemed organization for a relevant position on the basis of my experience, education and career interests.*

*I am keen to contribute my skills and understanding to the growth of your organization by constantly providing innovative ideas, creating a productive and exciting work environment; all while furthering the core ambitions and principles of organization.*

*I am a Graduate from India, well conversant with computerised skills as well as MS-Office applications. I am quite confident that if given a chance to work with your esteemed organisation, I will be able to fulfill the job assigned to me and assure you of hard, dedicated and independent work. I am excited about the idea of working for a dynamic organization and I am confident that I can perform the job effectively.*

*If you would like to schedule an interview or otherwise discuss my interest in this regard, you may please contact me at my mobile phone no. (00971-56-3617882) or by email on*

*Please find attached a copy of my resume for your kind perusal.*

*With the hope of getting a favourable reply,*



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| ***Career Aspiration*** |

To obtain a challenging position where I could apply my dynamic skills and achievements to be an integral part of a management team which in turn and due course shall provide me with career growth opportunities. I would like to use my varied experience to meet the organizational objectives and to achieve the best possible results.

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| ***Key Skills*** |

* Strong Written and Oral Communication Ability.
* Excellent Computer Skills.
* Performance and Result Oriented.
* Good Time Management Skills.
* Team Player.
* Pro active in Approach.
* Ability to be a Responsibility Centre.

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| ***Technical Knowledge Skills*** |

* Skilled in MS Office, including email & Internet.
* Well versed in Software like Tally 9.0.

***Work Experience***

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| ***KSI SHAH & ASSOCIATES DMCC, Dubai, UAE (February 2013-January 2016)*** |

KSI SHAH & Associates DMCC is a recognized Firm providing Auditing, Accounting & Fiduciary Services. KSI SHAH & Associates is a subsidiary of KSI SHAH & Associates, established in UAE since 1993 & a member of an International Affiliation ‘Kingston Sorel International’, London (also known as KSI). KSI Shah & Associates DMCC is registered with most of the Free Zones in United Arab Emirates.

**As ‘Administrative Executive”, reporting to General Manager**

**Key Responsibilities:**

* Coordinating and participating in all the Administrative related jobs.
* Preparation of Invoices, Letters, Quotations and Reports as & when required.
* Establishing a good network with Clients and provide them with the requisite services at a minimum amount of time.
* Keeping updated details regarding the Client’s activities / Company details/ Personal details/ Contact details thereby ensuring a healthy relationship and offer them services as per their requirements.
* Execute all work related to various Free Zones (i.e. Jebel Ali Free Zone Authority, Ras Al Khaimah Free Trade Zone Authority & Northern Emirates) for processing New Company Incorporation, Renewal of Trade Licenses, Lease Renewals, Visa Application, Visa Renewals, P.O.Box Renewals etc. & related duties.
* Preparation of relevant documentation (i.e. Board Resolution, Power of Attorney, Memorandum & Articles of Association etc.) in reference to Offshore Companies.
* Execution of Offshore Company (Jebel Ali Free Zone & Ras Al Khaimah Free Trade Zone) Renewals and various Amendments as per the Clients requirements.
* Assistance in Managing Client Companies and ensure that all the activities are in compliance with the Company Law.
* Oversees & maintaining the overall operation of Documentation and filling of all the Client records both computerized and hard copies as per the company standards.
* Representing & Coordinating for and behalf of our Company & Client before various Free Zones, Government Authorities etc.
* Preparation of various correspondence and performing other related functions & duties assigned from time to time by the management.

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| ***Calculus Management Consultancy, Dubai, UAE (November 2009-February 2013)*** |

Calculus Management Consultancy is a Sister Concern of KSI SHAH & Associates, Dubai, UAE. KSI Shah & Associates, U.A.E. is a member of an International Affiliation ‘Kingston Sorel International’, London (also known as KSI). Calculus Management Consultancy provides Management Consultancy in relation to Accounting System, Free Zone Registeration, Offshore Company Formation in UAE.

**As ‘Administrative Officer”, reporting to General Manager**

**Key Responsibilities:**

* Handling Bank Portfolio for all the Company Clients
* Liaison between Client & Bank in providing documentation & related information for Bank Account Opening
* Working closely with different bankers on account of the different financial matters.
* Responsible for processing various Client payments by Telegraphic Transfer (T.T) through various banks, ensure bank best exchange rate applied and the payment is received promptly.
* Prepare Invoices, Payment & Receipt Voucher, Credit Note & Debit Note
* Preparation of bank deposits, Transfer Letters, Authority Letters etc.
* Execution of Bank Transactions on behalf of the client.
* Maintaining record management for the various Bank Transactions, Bank Statements & Financial records for all clients.
* Well versed in U.A.E Central Bank Rules & Regulations
* Handle cash and cheques collection and petty cash transaction and correspondence.

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| ***Crisil Limited, Mumbai, India (June 2009-November 2009)*** |

CRISIL, a Standard & Poor's company**,** is India's leading Ratings, Research, Risk and Policy Advisory Company.

**As ‘Research Analyst Assistant’, reporting to the Head of Research Operations.**

**Key Responsibilities:**

* Tracking daily rating actions, reconciling the debt of the issuers, making complete analysis & thereby updating the publications.
* Processing the annual reports of various entities, entering the data in the system & thereby assisting the analysts to conduct the surveillance.
* Providing service to America’s Bankers Association – Providing effective dates of various corporate actions.
* Information processing and report generation and to ensure the deliverables are being completed and sent on time.

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| ***Mahindra Hotels & Resorts India Ltd., Mumbai, India (April 2009-June 2009)*** |

Mahindra Hotels & Resorts India Ltd, Mumbai is a part of the Leisure and Hospitality sector of Mahindra Group. The Company Flagship ‘Club Mahindra Holidays’ has a Customer base of over 170,000 members and 40 beautiful resorts at some of the most exotic locations in India.

**As ‘Sales Representative’, reporting to the Office Sales Head**

**Key Responsibilities:**

* Dealing with Customer service and Outsourcing i.e. making Cold calls to Customers for offering Different types of Company products.
* Confirming appointments with Clients & Arranging meetings with Sales Department for collection as per the Clients convenience
* Keeping updated Client Database (i.e. Client’s Designation/ Income / Personal details/ Contact Details) thereby ensuring a healthy relationship and offer them new products as per their eligibility.
* Complete Monthly Sales target.
* Mostly dealing with the Company products like Holiday Packages.

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| ***Qualification*** |

**Bachelor of Commerce, Mumbai University, India.**

* Bachelor of Commerce : Mumbai University – Year 2009- I Class
* Higher Secondary Education : Maharashtra Board – Year 2006 – II Class
* Secondary School Education : Maharashtra Board – Year 2004 – I Class

References can be provided on request. I hereby declared that the above information is true as per best of my knowledge.