Sadya

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**PROFESSIONAL SUMMARY**

* 3+ years of corporate experience as Administrative Assistant, also handled Human resource related duties
* High performing strategic – thinking professional with more than three years of experience in various sectors such as Advertising, Events & PR.
* Adept at assessing needs, generating options and implementing solutions.
* Multitasked & well experienced at managing events from the requirement gathering phase to execution.

**PROFICIENCIES:**

* Excellent Communication skills.
* Effective time management competence.
* Possess knowledge of recruiting and hiring processes including sourcing, reference checking, scheduling interview panel and documentation.
* I.T Proficiency:
* MS Office - MS Word, MS Excel and MS PowerPoint, Outlook
* Social media platforms; Facebook, Instagram & Twitter
* Web & Email.

**EXPERIENCE**

**ADMIN & HR ASSISTANT / EVENT COORDINATOR**

**AT 105.4 RADIO SPICE FROM FEB 2013 – OCT 2016. (Dubai, UAE)**

* Joined as an Intern, promoted to Admin / HR Assistant in Aug, 2013.
* Organizing the day-to-day work flow and operations of the office.
* Answer, screen and forward incoming phone calls.
* Respond promptly to listeners’ inquiries.
* Handle complaints and provide appropriate solutions within the time limits.
* Coordinate meetings, appointments for the Head of Programming.
* Liaising with, and acting as the link between, client and the Head of Programming.
* Planning & managing SMS campaigns to boost/ support marketing strategies.
* Organizing and executing weekly promotional road shows.
* Managing Celebrity Meet & Greet session with listeners.
* Coordinating front stage & backstage radio jockey (Rj) activities at various events.
* Assisting in planning, researching and creating on-air / online content.
* Managing the production & delivery of marketing materials for various promotional activities.
* Creating, managing and updating content for various marketing campaigns on social media platforms.
* Run social media contests and manage giveaways.

**HUMAN RESOURCES DUTIES**

* Organize and Maintain staff data base on manual and computerized system.
* Create organizational chart and job description for each position.
* Assist and liaise with Mangers regarding the completion of administrative recruitment processes.
* Ensure completion of all documentation as per the recruitment standards and process.
* Forward required documentation to HR Officer to enable offer of employment to be made to successful candidates.
* Maintain the file of resumes on manual and computerized system.
* Apply HR forms that are related to staff appraisal, survey questions, candidate test, leave requests, joining form, transferring form, visa follow up, visa checklist, Employee request form.

**EDUCATIONAL QUALIFICATIONS:**

* Bachelor in Business Administration (International Business) (2012) – London City College, Dubai.
* Senior Secondary School Pass Certificate in Commerce (2009) – New Indian Model School, Dubai.
* Secondary School Pass Certificate (2007) - New Indian Model School, Dubai.

**ADDITIONAL INFORMATION**

* Marital status: Single
* Nationality: Indian
* Date of Birth: 26/Nov/1989
* Languages known: English & Hindi