# C:\Users\USER PC\Desktop\fari pics\IMG_20160608_213400.jpgFARIDHA

# Email ID : [faridha.343954@2freemail.com](mailto:faridha.343954@2freemail.com)

# Contact No. : +971 – 505891826

**Current Location : Dubai**

**Visa Status : Employment**

**Interested Fields:**Accounts/Admin/HR Assistant/Secretary/Front Office/ Data Entry

**CurrentDesignation:**  Admin Coordinator / HR

**Preferred Location :** Dubai

# AREA OF EXPERTISE

* **Plan**, **manage and execute** all HR related activities and documentation work.
* Handling phone calls, email correspondence, and report preparation.
* Knowledge of accounts and Data Entry.
* Screening, short listing candidates sourced through portals like Indeed, GN careers, Direct Emails and validating them on their experience and interest.

# PROFILE SYNOPSIS

* Dynamic & career oriented person with two years of experience in the field of Administration and HR.
* Excellent communication & interpersonal skills.
* Ability to create a good rapport, problem solving, decision making skills.
* Excellent time management and leadership skills.
* Helpful attitude and well organized.

# OCCUPATIONAL CONTOUR

Company: Buds Public School

**Designation: Admin Coordinator / HR / Secretary**

**Work Period: 3rd January 2016 till date**

**HR Recruitment:**

* Screening the profiles.
* Scheduling the interviews in coordination with HR.
* Interview Preparations.
* Joining Formalities.

**Key Responsibilities:**

* **KHDA registration online Parent Contract and school admissions**
* Handling Paper work / Uploading of circular.
* Updating Students data base.
* Providing administrative support to the school's principal and Director.
* To prepare inter office memo, circulars, office orders and arrange their circulation.
* Update and maintain Personal files, Employee’s data Base and maintain candidate CV Record.
* Prepare Offer letter, Appointment letter, Experience letter.
* Maintaining database of prospective candidates.
* Sourcing talent through job portals like GN careers, Indeed and direct emails..
* Minutes of the Meeting
* Maintenance of Attendance Register and Leave record.
* Screening and short listing candidates profile as per the requirements of the Management.
* Scrutinizing prescreening & tele interviewing the candidates.
* Scheduling & coordinating the interview between Management& candidate.
* Taking feedback after the interview.
* Maintaining co-ordination between the candidates
* Making salary certificates for newly hired employees for bank purposes.

**PREVIOUS EXPIERENCES**

Company: Chennai Public School, Chennai

**Designation:**  Front Desk / Fee Collection

**Work Period:** 3th Nov, 2014 to 30th June, 2015

**Key Responsibilities:**

* Maintaining the record of students data
* Attending Phonecalls anddealing with quires.
* Preparing, maintaining and updating students records
* Maintain daily Visitors record.
* Dealing with queries from parents & visitors.
* Maintenance of Attendance Register.
* Maintenance of Leave Record.
* Collecting fees and preparing receipts for individual students.
* Maintaining and updating employees record in payroll system.
* Preparing the Circulars and notices about the school functioning.
* Regular follow ups with concerned department with regard to school functioning.

Company: Maharishi VidyaMandir, Chengalpattu

**Designation:** Front Desk / Secretary

**Work Period:** 1st June 2014 to 30th September 2014

**Key Responsibilities:**

* Schedule and arrange meetings for the professional(s) and or management staff and notify accordingly.
* Preparing & maintaining of office records, report and correspondence pertaining to the office.
* Providing administrative support to the school principal and Director.
* Providing adequate admission details to the parents.
* Assists students and others with routine problems and will refer non-routine items to a supervisor.
* Prepare students transcripts of record to be forwarded to the registrar
* Maintains student files
* Order stationery supplies for nursery by completing order forms and send to supplier, receive stationery and distribute.
* Maintaining the Leave records students..
* Maintaining the Circular register.

# Academic Credentials

# 2015 – 2017 MBA HRM Alagappa University, Chennai

# 2014 Bachelor of Computer Science SRM University, Chennai – Madras University

# 2011 12 Velammal Matric Hr. Sec School, Chennai

# 2009 10 Velammal Matric Hr. Sec School, Chennai

**Computer Skills:**

MS Word, Excel, Power Point

VB Basics, Software Management

**ESL Qualities:**

BEC, British Council

TKT, British Council

**Professional Value**

* Dedication and Drive as a Hard-working individual.
* Ability to work under pressure.
* Always striving to be a well-rounded person with more dimensions & problem solving.
* Always ready to shoulder any responsibility entrusted to perform.
* Good understanding of issues, quick and avid learner with very good team spirit.
* Good working knowledge of windows range of operating systems and software.
* Able to gather and analyze information skillfully.
* Able to exhibit a high level of confidentiality.

**Personal Details:**

Languages Known – English, Telugu, Tamil, Hindi

Date of Birth - 19-08-1993

Marital Status – Single

Visa Status – In School Sponsor

**Declaration:** I hereby certify that the above mention information is true and best to my knowledge.