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

# Email ID : faridha.357778@2freemail.com

# Contact No. : C/o 0504753686

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

**CurrentDesignation:**  Admin Coordinator / HR

**Preferred Location :** Dubai

# PROFILE SYNOPSIS

* Young Dynamic career oriented person with two years of experience in the field of Administration and HR.
* Calm, organized work ethic with the ability to prioritize and meet deadlines.
* Excellent communication & interpersonal skills.
* Ability to create a good rapport, problem solving, decision making skills.
* Excellent time management and leadership skills.
* Flexible,dedicated and hardworking

# CORE COMPETENCIES

Decision Making Human Resource Data Entry

Critical Thinking Professional Practice Negotiation

Growth Oriented Team Work Decision Making

Observing & Analyzing Inter Personal Skill Accounts

Planning & Implementing Customer Service Data Entry

# OCCUPATIONAL CONTOUR

Company: Buds Public School

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

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

**Key Responsibilities as HR Recruitment:**

* Placing adds in the news papers, websites.
* Sourcing talent through job portals like GN careers, Indeed and direct emails..
* Screening and short listing candidates profile as per the requirements of the Management.
* Scrutinizing prescreening & tele interviewing the candidates.
* Scheduling & coordinating the interview between the Management& candidate
* Updating and maintaining Personal files, Employee’s data Base and maintain candidate CV Record.
* Prepare Offer letter, Appointment letter, Experience letter.
* Update and maintain Personal files, Employee’s data Base and maintain candidate CV Record.
* Maintaining database of prospective candidates.
* Taking feedback after the interview.
* Maintaining co-ordination between the candidates
* Track of check in and check out timing of the staffs.
* Making salary certificates for newly hired employees for bank purposes.

**Key Responsibilities as Admin Coordinator**

* KHDA registration online Parent Contract and school admissions.
* Handling Paper work / Uploading of circular.
* Give general and administrative support.
* Maintain records in the system.
* Preparing ID cards.
* Assist front desk.
* Data entry of the students in data base.
* Providing administrative support to the school's principal and Director.
* To prepare inter office memo, circulars, office orders and arrange their circulation.
* Minutes of the Meeting
* Arranging the conference room for meetings.
* Maintenance of Attendance Register and Leave record.
* Booking tickets for staff and follow up with the Visa process.

**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
* Greet people with hospitality in phone or in person.
* 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.
* Welcome visitors, determine nature of business, and direct them to appropriate employee.
* Answer incoming telephone calls and handles multi-line telephone system.
* Help with document scanning, photocopies and Email with outlook.
* Order, receive, and maintain office supplies.
* Maintain executive’s agenda and assist in planning appointments, board meetings, conferences etc.
* Attend meetings and maintain minutes of the meeting.
* Handled confidential documents ensuring they remain secure
* Maintain electronic and paper records of the office.

Company: Maharishi VidyaMandir, Chengalpattu

**Designation:** Front Desk / Secretary

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

**MKey Responsibilities:**

* Schedule and arrange meetings for the professional(s) and or management staff and notify accordingly.
* Answering phone calls, Greet visitors and provide support.
* Corresponding to the mails.
* Help in dealing with the queries.
* Minutes of the meeting.
* Set up the conference room for meeting.
* 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.
* Prepare correspondence and documents.

# 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

**Additional Qualification:**

**2014 - Diploma in Montessori, Government Certified**

**Computer Skills:**

MS Word, Excel, Power Point

VB Basics, Software Management

**ESL Qualities:**

BEC, British Council

TKT, British Council

**rofessional Value**

**Personal Details:**

Languages Known – English, Telugu, Tamil, Hindi

Date of Birth - 19-08-1993

Expiry of Passport – 12-11-2025

Marital Status – Single

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

Date: