# C:\Users\Lenovo\Desktop\PHOTO.JPG Neena

# Neena.359634@2freemail.com

## Target Job

Target Job Title: Office Manger, HR/ Administration, Compensation & Benefits, PRO, Recruitment

**Career Objective:** A dynamic Office Manager, HR and business administrator with 36+ years of exponential experience in managing administrative functions and office operations including policies, procedures, and regulations of administrative and departmental programs, with core competencies in human resource management along with associate areas of recruitment, training, compensation and benefits management. Seeking a pivotal role in a dynamic organization to utilize accrued strategic HR and administration acumen, towards achieving organizational objectives.

Target Industry: Construction; Engineering; Information Technology; Administration; Industrial; Oil/Gas; Planning; Energy

## Personal Information

Birth Date: 23 January 1958

Gender: Female

Nationality: India

Visa Status: Employment Visa (Transferable)

Additional Nationalities: United States

Driving License Issued From: United Arab Emirates & USA

## Office Manager

**Amber Feroz Fashion**

**Location:** Dubai, UAE
**Company Industry:** Fashion
**Job Role:** Office Manager (HR & Administration)
Jan 2013 – Present

**Key Responsibilities:**

* Assist the Designer with scheduling and all other requirements
* Prepares reports, presentations, memorandums, proposals and correspondence
* Assigns jobs and duties to office staff as needed
* Monitor office operations
* Schedule appointments and meetings for executives and upper level staff
* Serve as the main contact for office inquiries and conflicts
* Manage visas for staff, applications, dealing with labor and government departments
* Visa cancellations, bank guarantee and economic department for trade license renewals
* Manage staff schedules
* Track office supply inventory and approves supply orders
* Assist in the preparation of department budgets and expenses
* Supervise all administrative personnel
* Monitor the studio for stocks and trims
* Schedule models for photoshoot
* Manage all expenses, petty cash, prepare vouchers
* Prepare excel sheet with sales reports, weekly reports
* Prepare staff salaries
* Manage staff attendance
* Manage sales staff and tailors
* Manage visas and legal aspects of the company
* Detail oriented and works with a high degree of accuracy
* Arrange everything in highly organized and flexible manner
* Maintain files and databases
* Multitask and meet deadlines of deliveries
* Keeping customer database and regularly keep in touch with all high profile clients

## Administrative Specialist - Production & People Management

at Siemens Energy **Location:** Houston, United States
**Company Industry:** Engineering
**Job Role:** Administration
March 2012 – Dec 2012

**Key Responsibilities:**

* Serving as administrative liaison, proffering office support, observing and applying strict levels of confidentiality and discretion in all matters related to work performance of the production and project management division.
* Managing, marshaling and augmenting human and infrastructural resources for optimal deliverable efficacy by motivating and interacting with them. Establishing administrative policies and procedures for offices.
* Identifying opportunities to enhance and strengthen procedures and policies, automating systems and improving efficiency of services, creating a more cost effective and lean organization.
* Promoting effective partnerships and relationships between all staff levels throughout the office and company, allowing for easier and freer channeling of information and relevant processes.
* Liaising between senior management, employees, and clients to ensure proper lines of communication critical in addressing a myriad of problems and issues requiring immediate attention and resolution.
* Streamlining internal documentation, recording/ updating files, electronic data and managing records of significant documents. Reading and analyzing incoming memos, submissions, and reports in order to determine their significance and plan their distribution.
Conducting research, administering data management and develop reports for consideration and presentation by executives, for the Production and Project Department.
* Preparing and maintaining department vacation calendar/ annual holiday entitlements of employees, purchase requisitions, reports, memos, letters, financial statements - expense claims related to overseas and domestic travels and other documents, using word processing, spreadsheet, database, and/or presentation software.
* Preparing agendas and making arrangements for committee, department and other meetings. Recording, compiling, transcribing, and distributing minutes of meetings.

## Executive Assistant (Office Manager)

Global Technology Services **(ENOC)** **Location:** Dubai, United Arab Emirates
**Company Industry:** Information Technology
**Job Role:** Administration
January 2005 - December 2011

**Key Responsibilities:**

* Provid strategic and operational support to the General Manager, managing complex diary/ schedules and correspondence, arranging meetings and handling day-to-day office processes on his behalf. Carried out supervisory responsibilities in accordance with organizational principles, policies and applicable laws.
* Spearheaded a team of 3, led organizational development process that plans, communicates, and integrates results of strategic planning throughout the organization.
* Received and screened visitors / telephone calls, mail, email/website and fax. Coordinated with various business Associates, VIP's, and Department Heads for meetings with the CEO.
* Acted as company representative for transactions related to the government processes including obtaining NOC for Consulates & Embassies Nationals IDs, Trade License, Chamber of Commerce documents.
* Handle trade license renewals, lease agreement process and renewals, telecommunication, security systems, visa, travel and hotel arrangements for Senior Management team.
* Oversaw and managed provision of efficient office services to the company including security, office equipment and supplies (stationary, computers, furniture).
* Negotiated contracts with appropriate service providers/ facilities management companies and monitored their work to ensure quality service.
* Exhibited a high level administrative responsibility by operating within established level of authority. Supervised the expense claims reimbursements, prepared expense reports and managed the petty cash of AED 10, 000/-.
* Updated records of consumables and office stationery. Liaised and negotiated with suppliers, ensuring that procurement is made at favorable purchase terms.
* Ensured alignment, integration and adaptation of HR initiatives to enhance organizational capability for meeting business goals/ objectives.
* Analyze business requirements and provided inputs for developing functional strategy with respect to talent acquisition, development and retention.
* Provided strong leadership and effective management to encourage cooperation and teamwork, maintained staff morale at a high level with a sense of allegiance to the company.
* Perform a key role in procurement matters, provided advice relating to all procurement, sourcing, supplier and contract management matters to maximize efficiency.
* Approved purchase requisitions (PR), reviewed bid proposals and negotiated contracts within budgetary limitations and scope of authority.

## HR & Administrative Specialist

at Dubai Natural Gas Company Ltd **Location:** Dubai, United Arab Emirates
**Company Industry:** Oil/Gas
**Job Role:** Administration Executive
January 1982 - January 2005

**Key Responsibilities:**

* Dexterously managed all elements critical to the success of the HR function, supported HR Manager in building human capital capability to enable multi-billion dollar growth-oriented Natural Gas Production Company with staff strength of 450+ to be a top-tier performer with strong, effective HR and talent management practices.
* Designed and introduced talent assessment and leadership development programs utilized throughout the organization to unlock individual/team potential to a competitive advantage.
* Served as catalyst for building strong talent pools, customer-centric leadership teams, and top-tier performance cultures.
* Steered HR practices and objectives to provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment.
* Formulated and advised HR & Administration policies and procedures. Served as a business partner, shared the responsibility with line management in achieving financial results and ensuring overall productivity and staff involvement.
* Established standard recruiting and placement practices. Oversaw recruitment programs to ascertain induction of appropriate personnel in a cost effective manner.
* Interviewed candidates to obtain work history, education, training, job skills, to determine potential fit for vacancies. Managed all facets of selection process to include referencing, background checks and compensation recommendations.
* Mapped yearly manpower requirements as well as projected yearly recruitment expenditures, prepared manpower budget with prior discussion with concerned functional heads vis-à-vis business plans.
* Managed induction training and orientation programs for the new employees, fostered development of strong, cooperative relationships within the company to create team synergy and improve cross departmental processes.
* Analyzed statistical data and reports to identify and determine causes of personnel/labor problems and develop appropriate policies to improve organization's personnel policies and practices.
* Managed travel functions, which includes but not limited to air / rail booking, hotel reservations, visa management (through agencies), helping in domestic & international conference, passport renewals, ticket cancellation, refunds, etc.
* Mentored a team of 2, providing strategic/ technical advice on a wide range of HR practices for effective implementation.

**Previous Professional Experiences:**
**January 1976 - December 1981: Accounts Clerk, Bank Saderat Iran, Dubai, UAE**

## Education

## Bachelor's degree / higher diploma , Economics, History

 University of Mumbai
**Location:** Mumbai, India
**Completion Date :** April 1984

## SKILLS

### Administration, Human Resources Management, Recruitment & Selection, Policy Formulation, Office Management, HR Budget, Resource Allocation, Compliance Review, Personnel Management, Training & Development

### Manpower Planning, Career Path Development, Employee Relations, Compensation/Benefits,

### Identifying & Developing Talent, Networking, Public Relations, Grievance Handling, Salary Structure

### Recruitment, Induction, Change Management, Performance Mgmt., Employee Engagement & Diversity Mgmt.

### Leadership, Communication, Analytical, Interpersonal, Team Building, Creative Problem Solving Skills

### IT Skills - MS Office Applications, PowerPoint, Oracle HR (ERP) Peachtree & Internet Usage

## Languages

### English, Hindi, Farsi (understand) Arabic (beginners)