**Asha**

|  |  |
| --- | --- |
|  |  |
|  | Email: asha.370299@2freemail.com  |
|  |  |
|  |  |
|  |  |

**Objective**

I am looking for a full-time position in an environment that offers a greater challenge and the opportunity to help the company advance efficiently and productively.

To secure a position with a stable and profitable organization, my goal is to become associated with a company where I can be a member of a team and utilize my business skills and gain further experience while enhancing the company’s productivity and reputation.

**Core Competencies**

|  |  |  |  |
| --- | --- | --- | --- |
| • | Reliability | • | Attention to detail |
| • | Customer service orientation | • | Team-spirited |
| • | Creative | • | Information management |
| • | Communication skills | • Organizational and planning skills |

* Dependable

**Technical Skills**

•

•

•

•

MS Office, Excel, Powerpoint

Outlook

Operate multi-line phone system (4 lines and 19 extensions)

Order processing

**Work Experiences**

**Abu Dhabi National General Contracting L.L.C. (ADNGC)**

Abu Dhabi, U.A.E

**Position: HR Assistant /CEO PA**

**Oct 2014 – Present**

**CEO PA Job Role;**

* Secretarial support to CEO
* Time management with CEO office for appointments and meetings
* Prepare correspondence on behalf of the CEO, including drafting of general and business replies.
* Keep and maintain an accurate record of papers, brochures, electronic correspondence on behalf of the CEO by filing it in the appropriate folders in a manner it is easily retrieved and maintain backups.

1

* Filter general information, queries, phone calls and invitations to the CEO by redirecting or taking forward such contact as appropriate.
* Arrange & coordinate meetings for CEO with business partners/ guests and maintain meetings schedules, logs accordingly.
* Ensure guests meetings are handled with a high level of customer service and maintain the image of the CEO office and the organization at all times. Guest arrangements include and not limiting to visas, air travel, local transportation, hotel arrangements, and meal arrangements etc.
* Responsible for handling work relating to family visas, medical insurance, passport renewals and coordinate with PRO accordingly.
* Ensure CEO’s and his family travel arrangements are managed effectively including coordinating with the travel agent and producing necessary papers etc. and troubleshooting problems if occurs.
* Maintain and manage petty cash float to service the CEO office expenses.

**HR Assistant Job role;**

* Responsible for maintaining personal files for management staff of ADNGC and ensure updated information is available at all times in the hard files and in master database (soft file)
* Maintain leave records of management staff and provide accurate leave information to the finance department.
* The release of passports after receiving hand over notes as per company policy.
* Handle rejoining formalities and ensure finance is notified if any unpaid leave or overstay for salary adjustments.
* Responsible for initiating final settlements documents/end of service calculations at the time of employee separation.
* Coordinate with recruitment agencies and the line managers for the recruitment requirements of the organization.
* Maintain salary details of the management staff and prepare salary revision, adjustments and handle employee salary issues. (including blue collar workers).
* Analyze attendance records, and provide monthly reports to the management and finance to process payrolls.
* Coordinate with Insurance companies for renewal of medical insurance policies on time for the entire organization.
* Provide support to the OD adviser for various initiatives directed as a part of the OD plan.
* Liaise between the management and the employees for staff grievances and disciplinary matters.
* Any other tasks that may be assigned by the management as and when it required.
* Maintain and update staff files and records
* Demonstrating excellent customer service to internal and external customers

|  |  |
| --- | --- |
| **Mideast Data System** | **Mar 2010 - Aug 2010** |
| Abu Dhabi, U.A.E |  |
| **Position: Administrative Assistant** |  |
| **Diamond Travel & Tourism Agency** | **Feb 2007 - Jan 2008** |
| Abu Dhabi, U.A.E. |  |
| **Position: Ticketing Sales Representative** |  |

2

**Academics Detail**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
|  | **Certification Name** |  |  | **Institution** |  |  | **Issue Date** |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Bachelor of Science in |  | University of the |  |  |  |  |
|  | **Business Administration** |  | Cordilleras |  | June 4, 2014 |  |
|  | Major in **Business Management** |  | Baguio City, Philippines |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  | Executive Secretarial Course |  | Nadia Training Institute |  | November 2009 |  |
|  |  | Abu Dhabi, U.A.E |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Amadeus |  | Amadeus |  | January 2008 |  |
|  | (Basic Functionality Course) |  | Abu Dhabi, U.A.E |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Amadeus |  | Amadeus |  | February 2008 |  |
|  | (Central Ticketing Course) |  | Abu Dhabi, U.A.E |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | IATA\_UFTAA |  | Asian Gulf Travel & Tourism Institute |  | April-July 2007 |  |
|  | (Foundation Course) |  | Abu Dhabi, U.A.E |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  | Aptech Education Centre |  |  |  |  |
|  | High School |  | (National Institute of Open Schooling) | 2004-2006 |  |  |
|  |  |  |  | Abu Dhabi, U.A.E |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Personal Detail**

|  |  |  |  |
| --- | --- | --- | --- |
| **Age:** | 26 | **Expiry Date:** | 19th Oct 2021 |
| **Status:** | Single | **Visa status:** | Father’s visa |
| **Date of Birth:** | June 1, 1989 | **Language:** | English, Arabic, Tagalog, |
| **Nationality:** | Pakistani |  | Urdu, Baluchi |
| **Religion:** | Muslim |  |  |

3