**Zaiba**

[Zaiba.371659@2freemail.com](mailto:Zaiba.371659@2freemail.com)

**CAREER OBJECTIVES:**

* To work in a company that promotes career growth and development
* Maximize my experience in administration
* Impart and share my knowledge and experience on industrial and corporate on human resource management and development

**W O R K E X P E R I E N C E**

**Business Development Executive**

**(Nov 2016 – Feb 2016)**

**Concept Zone FZE**

* Handling client accounts for exhibition stands
* Coordination between clients and company for exhibition stands
* Coordinating with the clients until their stands and up at the exhibition

**Customer service representative**

**(Dec 2012 – Nov 2014 - July 2015 - Jan 2016)**

**Right Bite Nutrition and Catering Services**

**CSR Duties:**

* Had to handle clients from different routes of Dubai.
* Follow up and coordination with staff from all departments

**Front Office Executive /HR Assistant**

**(Jan 2012 – November 2012)**

**Alokozay International LTD, Jebal Ali Free Zone**

**Front Office Duties:**

* Answering all incoming phone calls and transfer them to the concerned staff.
* Arranging meetings
* Keeping records for staff and guests in and out

**HR Assistant Duties:**

**Attendance**:

* Maintain accurate records of the attendance of all staff. An approximate total of 600 people.
* The above duty included daily correspondence with the supervisors of the concerned factories and warehouses.
* Maintain records of staff’s Absent Leave and Annual leave. And to forward the records at the end of the month for Payroll.

**Recruitment:**

* Screening resumes and placing ads.
* Taking interviews

**Receptionist / accounts assistant**

**(March 2010 – Dec 2011)**

**T. Choithram & Sons LLC, Dubai**

* Answering the telephone and providing switchboard cover.
* Mailing letters and other documents, messages to the necessary people.
* Arranging travel and accommodation arrangements for the employees and clients.
* Coordinating the appointments and consultation time of the clients with the management and other employees of the organization.
* Creating presentations, documents, reports, and using digital graphics and desktop publishing software.

**BALANCE TRANSFER TELESALES OFFICER**

**(December 2007 to April 2010)**

**RAK Bank, Dubai**

* Convincing existing RAKBANK credit card customers to transfer their outstanding balance from other banks to our bank credit cards.
* To reach new and increasing targets every month.

**ADD ON EXPERIENCES**

**Promoted Samsung Gear at Etisalat, The Mall of the Emirates** (Temp)

**Worked at Axiom for Samsung for Gitex October 2016**

**Promoted Samsung Galaxy S7 during the Gitex March 2016 at E-Max, Dubai Mall** (Temp)

**Worked for RTA as a Surveyor for the upcoming Metro Project** (Temp)

**Worked with Indigo Events for World Cup Dubai Rugby Sevens 2009** (Temp)

**Worked for a Sales Promotion for Little Ceasers** *in an event held at Creek Park Dubai. (2007)*

* Promoted Safeer Plus card and Proctor & Gamble Products.
* Arranging Exhibition sales.
* Arranging Exhibition sales.
* Worked for LG road show promoting LG mobile Phones in Universities all over Dubai and Abu Dhabi for **New Dawn Marketing LLC**. (1 month)
* Worked as a promoter for the weekend of **Gulf Bike Week 2011** to promote the after concerts at the venue
* Worked in the Administration for **Kellogs, Dubai Holiday camps.** (1 month)
* Worked on part time basis with **Flying Elephant** for various events (Face Painting, Hosting, party organizing.)
* Tele surveyor on behalf of Emirates Bank Costumer Service.
* Worked in **Yas Marina** during **F1, V8-Supercars, Drag race.**
* Part-time jobs done for the **Louis Vuitton and Power Boat Championship.**

## EDUCATION

* Degree in Bachelor of Business Administration – American Heritage University, Dubai
* BSc in Psychology from Annamalai University, Chennai, India
* CBSE graduate from Sharjah Indian School, 2007

## PERSONAL PROFILE

**DOB**: May 20, 1988

**Marital Status:** Single

**Religion**: Islam

**Nationality**: Indian

**Have a valid UAE driving license**