Jenitha

Dubai, UAE

E-mail: [Jenitha.375968@2freemail.com](mailto:Jenitha.375968@2freemail.com)

CAREER OBJECTIVE

To be able to accomplish a responsible position in Office Administration & HR / Customer Service where my skills, and capabilities will allow myself the opportunity related with career expertise and be able to exceed to the high standard of professionalism & quality service, for your esteemed organization.

PROFILE SUMMARY

Qualified with Bachelor of Business Administration (BBA) with specialization in HR from a reputed University in Dubai, UAE.

Have Fair knowledge of HR Fundamental and office adminsitraion.

Well versed in MS Office Applications.

Excellent interpersonal, communication & relation building skills.

A hard worker who can work under extreme pressure & meet deadline without sacrificing quality.

Friendly & pleasing mannered and can get along with people well.

A quick learner who can work under minimum supervision.

Can Handle:

Provide administrative support to staff, managers & MD.

Handle recoveries and follow ups.

Screen telephone and personal callers.

Make and record appointments.

Receiving and recording deliveries of office equipments and mailings

Receive and process incoming and outgoing mails & correspondence.

Do business correspondence on behalf of the organization.

Store and retrieve data on computers.

Organize business itineraries travel arrangements & hotel bookings.

Organize conferences, meetings and social functions.

Maintain record of existing & new customers for follow up and business promotions.

Welcoming office visitors and guiding them as required

Maintain client relation and ensure customer satisfaction.

Attend to walk in clients & enquire the nature of their queries; answer them appropriately or refer them to right personnel.

Deal with service customers to identify & respond to issues and expectations.

Ensure accuracy of data provided to the customers at all times.

Serves as a liaison between the customer and various departments.

EDUCATION QUALIFICATION

Bachelor of Business Administration (BBA –Human Resources Management), Amity University, Dubai (currently pursuing)

Intermediate (Higher Secondary), Dubai, United Arab Emirates

Matriculation, Bangalore, State Board of Karnataka, India

SUBJECTS STUDIED IN HR

Organizational Change and Development

Fundamentals of training and development

Performance Appraisal and Potential Evaluation

Understanding Leadership and Motivation in organization

COMPUTER SKILLS

MS Office Applications & Internet

PERSONAL DETAILS

Nationality : Indian

Gender : Female

Date of Birth : 11th of January 1997

Status : Single

Visa Status : Father\\\'s Sponsorship

Languages Known : English, Hindi, Tamil, Kannada