**Somayyeh **

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**JOB OBJECTIVE**

Seeking to utilize my skills and ability in any industry that can offer professional growth while being resourceful, innovative and flexible in an organization of repute.

**SUMMARY**

* Accomplished professionalism with **4.5 years** of distinguished experience in various roles in HR administration, Customer Service &Social Media & E-Marketing, Managing E-Commerce website with Website Content.
* Experience in managing general functions in coordination with internal and external departments for smooth and healthy business operations
* Possess effective communication, interpersonal & problem solving by negotiation skills with vendors & clients.

**ORGANIZATIONAL EXPERIENCE**

**July’14 –June’17 with VogeVip (**[**https://www.vogevip.com**](https://www.vogevip.com)**)Sharjah, UAE.**

**HR Administrator:**

* Recruitment Procedures (Pre & Post interview requirements).
* Coordinating with PRO for visa renewal and medicals.
* Creating Job offer letters.
* Welcoming new staff & updating them with company policies & procedures.
* Updating company policies as per UAE labor law.
* Employee leaves planning & analysis.
* Preparing monthly HR reports.
* Maintaining petty cash vouchers.

**E-Commerce & Customer Relationship:**

* Preparing newsletter in Mailchimp software on a daily basis.
* Working on Magento: Importing products, managing CMS pages, uploading all banners of website, managing categories in Arabic & English.
* Managing VogeVIP e-commerce store (Arabic & English).
* Social media & E-mail marketing, alongside interacting with customers on FB, Instagram& Customer forum of company.
* Translating list of new products from English to Arabic for the website.
* Dealing with local and international suppliers with follow up.
* Managing company’s email marketing campaigns.
* Website content writer (Arabic & English).
* Online sales analysis along with weekly & monthly reports.
* Handling various department (Graphic Designer & Web Developer)
* Coordinating with procurements and purchasing departments in the UAE’s Governments, Hospitals, Clinics &etc.

**November’12–May’14 with Dahbashi Engineering Company, Dubai, UAE.**

**HR cum Administration Assistant:**

* Coordinating with various departments and interacting with the courier company to keep tract of the overseas shipments and updating it in the company database.
* Interacting directly with customers and suppliers and provide feedback to the higher management.
* Coordinating with employees and updating them with company policies, leaves, Visa renewals, Medicals and other basis employee requirements.
* Alongside drafting Arabic content letters for UAE government sections.

**EDUCATION**

* High school diploma in science, class of 2010.
* Accounting professional diploma from development institute of science and computer, Dubai – 2013.
* ICDL computer certificate from ICDL Middle East Center – 2013.
* IELTS certificate from the British council.

**COMPUTER KNOWLEDGE**

* Well versed with MS Office Suite (Word, Excel and PowerPoint) & Internet Applications.
* Internet & email marketing.
* Website content management.
* Adobe Photoshop CS6.
* Mailchimp&Magento software’s.

**PERSONAL DETAILS**

Date of Birth: 12th January, 1993.

Language Known: Arabic, English, Persian & Hindi.

Location Preference: Dubai.

Nationality: Iran.

Marital Status: Single.

Permanent Address: Sharjah, UAE.

Visa Status: Residence Visa – Personal Sponsorship.

Driving License: Yes, Dubai License.

Hobbies: Reading Books & Travelling.

**DECLARATION**

The above furnished details regarding my Qualification, Career, Experience and Conduct are true to the best of my knowledge and belief.

Place: Dubai

Somayyeh

Date: 10-01-2018