|  |
| --- |
| **HASSAN** |

|  |
| --- |
| **R**  **E** S **U**  **M**  **E** |

|  |
| --- |
| Address for correspondence: Dubai, UAE  Mobile:- C/o 971504753686  Email:- [Hassan.378523@2freemail.com](mailto:Hassan.378523@2freemail.com) |

****

|  |  |
| --- | --- |
| **Position Desired** | Executive Assistant |

|  |
| --- |
| Objective |
| A highly competent, motivated and enthusiastic Executive Assistant with experience of working as part of a team in a busy office environment. Well organised and proactive in providing timely, efficient and accurate administrative support to office Executives and work colleagues. Approachable, well presented and able to establish good working relationships with a range of different people. |

|  |
| --- |
| Career Highlights |
| * Executive Assistant Dubai Desert Extreme LLC– Dubai Aug2014 - Present * Office Manager Auto Clear FZE– Sharjah Oct 2007 - Jul 2014 * Office Administrator Bright Pack FZC– Sharjah Feb 2006 - Sep 2007 |

|  |
| --- |
| **Professional Experience** |
| **Employer** :  **Dubai Desert Extreme LLC**  **Ranked 3rd SME 2015& Ranked 4th SME 2013**  Distribution and Retail of Bikes, Action Sports& Lifestyle  **Period** : Aug 2014 till date  **Position Held** : Executive Assistant |
| **Duties & Responsibilities:**  \* Proficient in maintaining the Managing Director calendar and issuing appointments as per  availability and instruction.  \* Manage MD’s complex and frequently changing travel arrangements (multi destination)  and coordinate pre-planning of trips.  \* Managing calendars for CEO’s, MD’s, CFO’s, COO’s simultaneously.  \* Ability to act as a liaison between higher executives and other employees.  \* Ability to store data electronically and arrange it effectively so as to retrieve it instantly  when required.  \* Ability to shift appointments when needed and timely informing the respective parties  regarding the change.  \* Coordinate and set up high level conference calls, board and management meetings  including minutes.  \* Taking notesof weekly sales, distribution, retail, finance &marketing meetings and send  theMoM to respective attendees.  \* Excellent ability to prioritize tasks and manage them in an orderly manner.  \*Building relations with the MD’s contacts and network globally.  \* Responsible for preparing presentations and materials for meetings.  \* Acting as back up in managing other Executive’s diaries when their EAs are not available.  \* Handling and screening calls for Executives.  \* Monitoring MD’s email and taking action asnecessary.  \* Manage extensive travel planning for Executives including flights, ground transfers,  accommodation& visas.  \*Handle MD’s personal files, appointment, payments.  \* Maintain CEO’s & MD’s Credit Card payment on due dates.  \* Maintain CEO’s & MD’s mortgages/vehicles/personal Loans EMI.  \* Review all financial documents for suppliers payment such as Cheques, TT, TR, LC, STL,  DAP, LC Discounting & Rent Discounting before MD’s signature.  \* Keeping the updated banks facilities.  \* HandlingCEO’s& MD’s personal properties and assisting tenant for their service  queries (7 properties rented).  \* CEO’s&MD’sofficial expenses settlements to be complied and provided to Finance.  \* Maintaining vehicle allocation data every month (30 vehicles).  \* Maintaining vehicles service, registration, insurance.  \*Manage payments for DEWA, Etisalat, DU, Salik, Parking Card, and Empower. |
| **Employer** :  **AUTOCLEAR/SCINTREX TRACE** (Regional Office)  World Headquarters & Labs (U.S.A & Canada)  An International Manufacturer of Security Systems    Baggage Scanners, Explosives Detector, Narcotics Detectors  SAIF Zone, Sharjah, UAE  **Period** : Oct 2007 to Jul 2014  **Position Held** : Office Manager |
| **Duties & Responsibilities:**  \* Handled five email accounts  \* Reported office performance to Director on daily basis.  \* Arranged travel schedule and reservations for executive management.  \* Arranged visit visa, transportation & hotel booking for company guests.  \* Organized meeting, conference and exhibitions.  \* Maintained company confidential documents.  \* Accepted letters, invoices and financial statements of various departments.  \* Process expense claims relating to travel and other corporate expenses.  \* Handled lease & license renewal for 2 companies based in SAIF Zone-Shj& JLT-Dubai.  \* All visa processes including visas for new recruits, labour card, visa renewals & cancellations for 2 companies based in SAIF Zone- Sharjah & Jumeirah Lakes Tower Dubai.  \* Organized and updated annual vacation & sick leave.  \* Analyzed technical and commercial specifications of the project being worked on.  \* Technical discussion & commercial negotiation with the clients.  \* Scheduled service engineers for the servicing & Annual Maintenance Contract.  \* Handled Letter of Credit/performance bond/bid bond.  \* Follow up with clients for payment.  \* Renewal of Employee’s health insurance, warehouse insurance & vehicles insurance.  \* Prepared Sales & Service Quotations, Invoices, Sales work order, Pricing review sheet.  \* Tender preparation and submission to the clients.  \* Liaise with the production & traffic department for order execution.  \* Coordinated with logistics companies for shipment process.  \* Customs clearance for Import/Export and local bill of entries for Air & Sea shipments.  \* Arranged domestic and international courier services.  \* Prepared Certificate of Origin from Chamber of Commerce as well as attestation from  Ministry of Foreign Affairs and Consulate. |

|  |  |
| --- | --- |
| **Key Skills** | |
| * + Business Operation   + Administration   + Project Management   + Contract Negotiation   + Resource Allocation   + Report Generation   + Business Correspondence   + Meeting and Travel Support | * Minutes of Meeting * Scheduling * Staffing & Planning * Lease Administration * Tenant Management * Management Reporting * UAE Labour Laws & Immigration   + MS Office |
| \* A result oriented professional with eleven years of experience in administration. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Qualifications** | | | |
| **Class** | **Year** | **Division** | **Board/ University** |
| Bachelor of Business Studies (B.B.S)  **(UAE Attested)** | 2004 | First | JamiaMilliaIslamia,  (A Central University by an act of Parliament) Delhi-India |
| Post Graduate Dip. in Computer Application | 2003 | Good | RCSMDelhi-India |

|  |
| --- |
| **Language Known** |
| * **Read, Write & Speak:** English, Hindi, Urdu * **Read:**Arabic |

|  |
| --- |
| **Driving License** |
| * Valid UAE driving license |

|  |
| --- |
| **Visa Status & Availability** |
| * Employment Visa * Immediate Joining |

|  |
| --- |
| **Awards** |
| * CEO’s Outstanding achievement award – Oct 2016 * Outstanding Individual Performance for 2015-2016 –Jul 2016 * Outstanding Support Staff – Dec-2015, Living Our Values Jul-2015 |

|  |  |
| --- | --- |
| **Personal Details** | |
| Date of Birth | 28 Jan1983 |
| Nationality | Indian |
| Marital Status | Married |
| Passport Details | Expiry- 30-Apr-2023 |