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| **Ms. Bhavini**  Email: [bhavini.380818@2freemail.com](mailto:bhavini.380818@2freemail.com) |  |

**Career Objective**  
Efficient and tactful professional bringing extensive experience in co-ordinating staffing activities, recruiting and overall HR and administration functions, exceptional skills in providing technical assistance for human resource capital, principals, practice and procedures.

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| **Personal Synopsis**   * Human Resource Policies * Efficient & Organised * Time Management, Innovative & Confident * Proficient with Ms office tools * Well verse with **UAE Labour Law & Standards**   **Experience Highlights** | |
| **Gaglani Rach Makadia & Co.** Chartered Accountants  **Profile: HR & Admin Assistant** | **Job Duration: August 2013 to December 2017**  **Job Responsibilities:**   * Assisting in recruitment process, sourcing the right candidate, Preparing of source document needed for new hires. * Maintaining employee & client files record up to date, handling changes in employee status in timely manner. * Effective payroll function * Ensuring effective reception or proper approvals on forms and enter changes in the system and ensure that changes being followed up * Responding to and putting through various queries from manager and employees, and from other agencies and legal department. * Providing general administrative support such as preparing correspondence, forms and reports, processing confidential reports and documents, tracing deadlines & maintaining records. * Providing assistance in monitoring employee performance appraisal process. * Assisting in preparing and planning organisation policy for human resource. |
| **Profile :** *Executive Sales* | **Job Duration: March 2009 to April 2013**  **Job Responsibilities:**   * Enhance staff accomplishment and competence by planning, answering and procedural questions for less experienced team members; * Teaching improved sales process, mentoring team members. * Maintains quality service by establishing and enforcing organisation chart. * Maintain relationship with client by providing support, information, recommending solutions & up sales. * Prepare the day end report for collection and stock count. |
| **Profile:**  *Airport station Ground Staff* | **Job Duration: July 2007 to August 2008**  **Job Responsibilities:**   * Delivering high level of customer service to passenger and those travelling through airport & ensure their comfort. * Giving passengers up-to-date information on flights. * Re-routing or re-booking passengers whose flights have been cancelled or delayed. * Taking reservation and ticketing & cash management. * Helping travellers to check in their baggage at ticket counter. * Preparation of various routine information reports. |
| **Education** | * **Bachelor of Computer Science & Information Technology,** Pass out year 2004,from Saurashtra University, Gujarat India. * **Diploma In Ground /Air Hostess - Hi-Fi Aviation Academy, Mumbai** |

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| **Personal Information** | |
| Birth Date: | 29th January, 1984 |
| Languages Known: | English, Hindi, Gujarati (Mother Tongue) |
| Marital Status: | Married |
| Visa Status: | Tourist Visa |
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**\***Local reference and contacts can be provided on request.  
 **Declaration**

I would like to declare hereby that the above stated information is true to the best of my knowledge and belief.