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| **Ms. Bhavini** Email: 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.
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| **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.
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| **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.
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| **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.