***Email ID***



***:*** ***sheheer.381041@2freemail.com***

**Sheheer**

**Curriculum vitae**

enhancing value addition to myself, my job, and to the organization.

administrativeconferencecalls,supportspecial. eventsOrganizingand travelincoordinatingarrangementsof formanagementtopexecutivesmeetings,.Suppliersrecruitments,andother clientshigh- levelwho continually maintain a positive attitude while interacting with demanding clients. Serves as the primary point of contact for both in- house and external phone and website queries. HR & Admin Executive with more than years of coordination, planning , patient charting, insurance claims and appointment scheduling in a busy medical office setting. Office Manager highly skilled at managing complex schedules, budgeting and travel arrangements. Working above and beyond basic administrative tasks and takes on multiple projects at once. Excellent work ethic and strength in boosting company morale. Quality-focused on all responsibility and task committed to approaching administrative tasks with tenacity and attention to detail. Talented administrative professional with background in accounting and finance. Extensive knowledge of PACT- software used for PR & MR, Microsoft Office and QuickBooks software. Having a various hands in recruitment and arranging documents for Visa processing and also maintaining the daily attendance.

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| NAME | : | SHEHEER  |
| DATE OF BIRTH | : | 27-10 -1988 |
| MARITAL STATUS | : | SINGLE |
| SEX | : | MALE |
| NATIONALITY | : | INDIAN |
| RELIGION | : | MUSLIM |
| LANGUAGE KNOWN | : | ENGLISH, HINDI, MALAYALAM, TAMIL |

 45 WPM typing speed

 Excellent communication skills

 Employee training and development

 Flexible

 Spreadsheet management

 Report analysis

 Customer service-oriented

 Human resource laws knowledge

 Social media knowledge

 Compensation and benefits

 Articulate and well-spoken

 Works well under pressure

 Appointment setting

 Invoice processing

 Travel administration

 Microsoft Excel

 Multi-line phone proficiency

 Critical thinker

accounting familiarity

 Database management

excellent planner and coordinator

 Pleasant demeanor

 Team building

 Advanced clerical knowledge

 Administrative support specialist

 Payroll

 Conference planning

 Project planning



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| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | thoroughly and quickly. |  |  |
|  |  | Documented all customer inquiries and comments |  |  |
|  |  | Developing the market through Campaign. |  |  |
|  |  | Planning, organizing, advertising, public relation, event organization. |  |  |
|  |  |  |  |
|  |  | Contributes to the integrated of marketing. |  |  |
|  |  | Coordinated between billing department and customers to resolve problems. |  |  |
|  |  | Responded to all customer inquiries thoroughly and professionally. |  |  |
|  |  | Referred unresolved customer grievances to designated departments for further investigation. |  |
|  |  | Entered data promptly and efficiently with accuracy rate. |  |  |
|  |  | Worked night and weekend shifts during holiday season. | (2011 -2013) |  |
|  |  | Ansar Mall & Ansar Gallery |  |
|  |  | Department | : | HR & Admin |  |  |
|  |  | Reporting to | : | Admin Manager |  |  |
|  | Country | : | UAE |  |  |

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|  |  | Answered and quickly redirected. |  |  |
|  |  |  |  |
|  |  | Planned and coordinated logistics and materials for board meetings, committee meetings and staff |  |
|  |  | events. |  |  |  |  |
|  |  | Created detailed expense reports and requests for capital expenditures. |  |  |
|  |  | Ordered and distributed office supplies while adhering to a fixed office budget. |  |
|  |  | Coordinated domestic and international travel arrangements, including booking airfare, hotel and |  |
|  |  | transportation. |  |  |  |
|  |  | Managed office supplies, vendors, organization and upkeep. |  |  |
|  |  | Directed guests and routed deliveries and courier services. |  |  |
|  |  | Opened and properly distributed incoming mail. |  |  |
|  |  | Maintained a clean reception area, including lounge and associated areas. |  |  |
|  |  | Drafted biweekly time sheets for all employees. |  |  |
|  |  | Coordinated, scheduled and arranged meeting and travel calendars, including business and social events. |  |
|  |  | Processed client rebate reconciliation, reporting and check requests. |  |  |
|  |  | Cash Handling. |  |  |  |
|  |  | Acts as Cashier & Customer Service In charge. | (2013 – till) |  |
|  | Bridgeway Electromechanical LLC |  |
|  | Department | : | HR & Admin |  |  |
|  | Reporting | : | Commercial Director/Executive Director |  |  |
|  | Country |  | : | Dubai |  |  |
| Coordinated board and committee meetings, including schedules and information preparation and distribution. |  |
|  |  |
|  | Recruitment Process. |  |  |  |
|  | Handling the attendance, maintaining the personal files both hard and soft copy leave schedule of employees. |  |
|  | Compiled annual recommendations for end of fiscal year budgets. |  |  |
|  | Doing Government Related works such Visa processing, labour card Renewal, Emirates ID, Medical and dealing with |  |
|  | Etisalat and also with Dewa & RTA. |  |  |
|  | Monitoring the Tenancy Contract of Flats, Labour Camps, Warehouses, Offices and their Renewal. |  |
|  | In charge of Labour Camps. |  |  |  |
|  | Dealing with Insurance Company for Medical Insurance for staff &Labour, and their Reimbursement and also their |  |
|  | Renewal. |  |  |  |  |  |
|  | Vehicle arrangement and coordination to different sites according to the necessities. |  |  |
|  | Hold petty & visa cash expenditures of HR & Admin Dept. and keep the record of the same. |  |
|  | Served as corporate liaison between the finance, IT and marketing departments. |  |  |
|  | Responsible for process the leave of the employee, their cancellation. |  |  |
|  | Processed client rebate reconciliation, reporting and check requests. |  |  |
|  | Maintained a clean reception area, including lounge and associated areas. |  |  |
|  | Responsible for all new recruitment biased on the new requirement from starting to end. |  |

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| --- | --- | --- |
|  | Responsible for post job openings and coordination with relevant dept. to fulfill their requirements. |  |
|  | Responsible to enter Data into HR system & update latest manpower records |  |
|  | Responsible for ordering office supplies; a weekly inventory check of work area if required. |  |
|  |  |
|  | Coordinated domestic and international travel arrangements, including booking airfare, hotel and |  |
|  | transportation. |  |
|  | Created detailed expense reports and requests for capital expenditures. |  |
|  | Planned and coordinated logistics and materials for board meetings, committee meetings and staff |  |
|  | events. |  |
|  | Answered and managed incoming and outgoing calls while recording accurate messages. |  |
|  | Screened applicant resumes and coordinated both phone and in-person interviews. |  |
|  | Directed guests and routed deliveries and courier services. |  |
|  | Managed office supplies, vendors, organization and upkeep. |  |
|  | Coordinate the maintenance and repair of the vehicle. |  |
|  | Take care of vehicle Registration & Renewal, Insurance Renewal, and Fuel Card Arrangement & Renewal. |  |
|  | Perform other tasks as assigned. |  |
|  | Assisted senior recruiting staff with career fairs and recruiting events. |  |
|  | Compiled company information and related material and distributed it to candidates. |  |
|  | Opened and properly distributed incoming mail. |  |
|  | Completed data entry, tracked resumes and maintained the applicant tracking system. |  |



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|  |  |  |  | NIBM- Chennai |  |
| Name of the Institution | : |  |
| Percentage of mark | : | 65% |  |
|  | Specialization:- |  |  |  |
|  | HR |  |  |  |  |
|  | Logistic and Supply Chain Management |  |
| Diploma in Indian & Foreign Accounting |  |  |
| Duration | : | one year |  |
| Percentage of mark | : | 96% |  |
|  | Specialization:- |  |  |  |
|  | Tally |  |  |  |  |
|  | Peach tree |  |  |  |
| Graduation |  |  |  |
| Duration |  | : | Three Years |  |
| Percentage of mark | : | 70% |  |
|  | Specialization:- |  |  |  |
|  | Graduate in | Physics |  |  |  |

leading team of technocrats with utmost sincerity and dedication, to the best of your satisfaction. I hereby declare that the information furnished above is true to the best of my knowledge and belief.

*Sheheer*