**RAJEENA.**

[**rajeena.382609@2freemail.com**](mailto:rajeena.382609@2freemail.com)

**Career Objective:**

To excel the carrier and to work for an organization where my skills, creativity and knowledge can be utilized in maximizing the organization profits while providing career advancement opportunities.

**Work Experience& Responsibilities:**

1. **Admin Assistant (Project Coordinator)** in the Project departmentof **MAJID AL FUTTAIM FASHION LLC, Dubai.**

* Handling the project coordination of Fashion projects in KSA, Qatar, and Kuwait etc.
* Making Purchase Requisitions in Microsoft Dynamics AX.
* Coordinating with the Finance and vendors for the payments.
* Uploading quotation invoices and contracts in system.
* Process incoming and outgoing documents.
* Make sure that controlled copies of latest approved documents are distributed internally.
* Making invoices by using software.

1. **Executive Document controller**in Supply chain department of**Shalina Healthcare DMCC**, JLT Dubai (**September 2015 to August 2016)**

* Implement and maintain document control process and procedures.
* Maintain and manage electronic and hard copy documents as required.
* Process incoming and outgoing documents.
* Make sure that controlled copies of latest approved documents are distributed internally and externally (Clients and Suppliers).
* Making invoices by using software.

1. **Data entry operator cum Coordinator**in CRM department of **Aster DM Healthcare**, Dubai**(December 2014 to August 2015).**

* Data entry of all kind of forms- Survey and Feedback.
* Maintaining of Feedback boxes.
* Maintaining and ordering of both physical stocks and office stationery.
* Making reports for daily weekly and monthly basis.
* Controlling and maintaining of invoices.

1. **Documents controller** of medical records and administration records in **Bharat Rural Hospital and Training Centre, Ernakulam, India (July 2013 to August 2014)**

* Maintaining both medical and administrative records.
* Maintaining of attendance of staffs.
* Process incoming and outgoing documents.
* Make sure that controlled copies of latest approved documents are distributed internally and externally.

**Professional Qualification:**

Completed three years Aircraft Maintenance Engineering Course in Avionics stream from Sha-Shib Aviation Academy, Cochin, Recognized by DGCA, Government of India and six months on the job training from **Hindustan Aeronautics Limited, Accessories division Lucknow.**

**Practical Achievements**

* Familiarized to the component of **LEARJET 25B**
* Familiarized to the component of **CESSNA 150-JA**
* Six months on the job training at **Hindustan Aeronautics Limited, Accessories division Lucknow, India.**

**Professional Goal**

* To make a successful carrier and to move upward along with way through sheer dedication and hard work.
* To excel is assigned responsibilities and thereby ensure professional and personal growth and aspirations of organization.

**Personal Data:**

Date of Birth : 08-02-1992

Gender : Female

Nationality : Indian

Marital Status : Married

Religion & Cast : Islam Muslim

**Declaration:**

I hereby declare that all the information’s given above are tare true and correct with the best of my knowledge and I bear the responsibility of the above-mentioned particulars.