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| |  | | --- | | **Contact Information**  Al Qusais, Al Nahda  [saline.384821@2freemail.com](mailto:saline.384821@2freemail.com)    **Personal data**  DOB: 5/02/1984  Sex: Female  Marital Status: Married  Religion: Hindu  Languages: English, Malayalam.  Nationality: Indian  **Personal Traits**   * Hard working * Flexible * Sincere * Quick learner * Problem-solving nature * Optimistic * Team spirit * Believe in giving best every time | | |  | | --- | | **SHALINI**  HR/ADMINISTRATIVE OFFICER |  |  | | --- | | **Summary** |   Motivated self‐starter with experience in Government and None Government Department with correct documents. Local sponsor 100+ campiness PRO work handled. Assisted the PRO for documentation and client coordination about work updates.  Proven ability to work with difficult situations and provide a high level of service to clients.Respected and dedicated professional with experience providing internal employee development, team effectiveness and leadership development consulting to all levels of an organization Government and non-Government. Able to implement strategic plans and develop high performing teams.   |  | | --- | | **Work Experience** | | HR/Administrative Officer July 2014 – August 2018  ***Speed Businessmen Services LLC – Dubai, UAE***  **Company profile**: Speed Business Services LLC is established based in Dubai  UAE with decade rich experience in providing professional solution, growth advisory and comprehensive range of business incorporation services to both new and experienced investors. It does not limit its involvement with you to just helping you start business end to end services, starting with business consultancy and going all the right resources to run your company.  JOB Responsibilities   * Resolving typical and common hiring problems. * Negotiating with candidates, employers and related third parties. * Developing procedures, policies & standards for recruitment. * Writing up contracts, including terms and conditions. * Tactfully resolving disputes between different parties. * Handling all confidential information in a professional manner. * Knowledge of specialist HR software and automated systems. * Having in depth conversations with people over the phone & face to face.   HR Assistant/Administration July 2013 – June 2014  ***Centro Business center LLC – Dubai, UAE***  **Company profile**: Setting up a Business in the United Arab Emirates can be profitable. But the process of company formation does not have to be complicated – not when you have Strategic solutions consultancy on your side. Just ask the many satisfied companies that have used the services of our management consultancy for company formation in the UAE.  JOB Responsibilities   * Assist with day to day operations of the HR functions and duties. * Process documentation and prepare reports relating to personnel activities (staffing, recruitment training, grievances, performance evaluations etc.) * Deal with employee requests regarding Human Resources issues, rules and regulations. * Assist in payroll preparation by providing relevant data (absence, bonus, leaves etc.) * Communicate with public services when necessary. * Properly handle complaints and grievance procedures. * Conduct initial orientation to newly hired employees. * Conduct clerical duties, including filing, answering phone calls, responding to emails, and preparing documents. * Perform accounting tasks, including invoicing and budget tracking.  |  | | --- | | **Skills** |  * Focused on “great service beats fast service” directive. * Clear communication skills aimed at understanding customers’ needs and providing corresponding services * Leadership communication skills. * Business leadership skills. * Technical and technological skills. * Computer and IT skills. * Organizational skills. * Project management skills. * Loyal and hard work spirit. * Key sales and marketing skills. * Acconting and graphic skills. * Critical thinking, decision-making and problem solving skills. * Organizational skills and customer service orientation. * Self-presentation and positive attitude | |  | |  | | Academic qualifications |  * **BACHELOR OF COMPUTER APPLICATIONS.**   (March 2011)   * **Doing MBA in ICFAI University Sikkim (Accounting & Finance).**   (June 2016)   |  | | --- | | **Professional Qualifications** |  * **MS Office:** full package of MS office. * **(2008)** * **MS Excel:** full packages of MS Excel.   (2008)   * **Accounting Software:**Tally, Fresh books.  |  | | --- | | **Reference** |   Reference can provide as per request.   |  | | --- | | **Declaration** |   I hereby declare that all statements given by me are true up to best of my knowledge and belief.  **SHALINI** |