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|  | **FATIMA** **ASSISTANT PRO / HUMAN RESOURCES** |
| **Personal Details**DOB : 02/02/1993Nationality : IndianVisa Status : Father VisaMarital Status : Single**E-Mail**Fatima.385652@2fremail.com Strengths/Skills* Ability to easily understand new concepts with minimum refractory time
* High adaptability
* Perseverance and Integrity to Work
* Objectivity
* Innovative thinking
* Information management
* Problem analysis and problem solving skills
* Good presentation Skills
* Attention to detail and accuracy

***Languages Known:**** English
* Urdu
* Hindi
* Arabic (Basic)

***Abilities:**** Ability to liaise effectively with a diverse range of guests / clients & patients in an enthusiastic and highly professional manner
* Excellent interpersonal skill, including the ability to work both independently and in a team environment
* Excellent communication skills
* Can handle any type office activities with the permission of my superior
* Having excellent telephone manners.
 |  **Abridge** Result-oriented, adaptable, self-motivated, and multilingual customer service professional with good multitasking experience.**Career Graph****ASSISTANT PRO / HUMAN RESOURCES***Since Nov 2013 until Present – Zulekha Hospital Sharjah***Executive summary****An efficient worker, with thorough knowledge of system of the organization. Focused, well organized and systematic in approach to meet the needs of clients and provide quality service. A ‘people’ and task oriented individual, with high level of motivation to succeed and a passion for achieving goals and exceeding set objectives. Exceptional interpersonal and communication skills, and ability to promote client confidence and build and maintain relationships, while interacting positively with people of all ages and diverse backgrounds.****Job profile****ASSISTANT PRO / HUMAN RESOURCES*** Updating legal documents expiry details in HMIS and maintaining the Master tracker for Zulekha Hospital Group.
* Maintaining the Hospital tenancy contract details.
* Arranging and coordinating all the New & Renewals employee’s Medicals For Zulekha Hospital Group.
* Renew, update and keep up all staffs visas and work contracts on time to guarantee that organization’s records are up to date in the labor and Immigration Departments. Send notification to employees on required documents before their visa expires.
* Makes sure all business and trade Licenses are updated, follow-up officialapprovals and permits, to prevent unnecessary violations.
* To maintain database of all passports and residence visas by scanning all documents and directly updating the database when details change.
* Resolving employee grievances

**Education / Certifications**

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| * Achieved Bachelors in Arts from Mahatma Gandhi University
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| * Secondary Schooling from Our Own English High School, (CBSE) Sharjah.
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**Technical Profile*** **Office Tools :** Ms Word, PowerPoint, Excel.
* **Java Programming** : Application Development.
* **Mysql :** Data bases.

**Areas of Interest*** Data Entry
* Sales & Marketing
* Office Administration
* Human resource’s
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