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| |  |  | | --- | --- | | IMG-20190506-WA0064  **SINDHYA**  [Sindhya-395725@gulfjobseeker.com](mailto:Sindhya-395725@gulfjobseeker.com)  LANGUAGES  English  Malayalam  Hindi  **SKILLS**  Communication Skill  Microsoft office  Time management  Problem solving  Team work  Basics of Accounts  Basics of HR software  **EDUCATION**  2010  MBA: Human Resource Management  MG University, Kerala, India  2008  BSc Chemistry  Calicut University, Kerala, India  **IT PROFICIENCY** MS Office (Outlook, Word, Excel, Power Point)  Internet Browsing  **VISA DETAILS**  Residence Visa  Date of Exp:23/12/2020  **PERSONAL DETAILS**  Nationality: Indian  Marital status: Married  DOB: 04-11-1987 | PROFESSIONAL SUMMARY:  An accomplished Human Resource Executive with proven expertise in recruitment and hiring practices, training and development, managerial support, labour relations and negotiation, policies and procedures. Dynamic and dedicated Executive Secretary who is responsible for overall office management, correspondence handling, inter-departmental coordination and sometimes reception tasks.  WORK HISTORY:  DUBAI  HR EXECUTIVE /EXECUTIVE SECRETARY(12**/**2017 **–** 01/2019)   * Handling Recruitment, Orientation, Induction& Training of New employees. * Preparing Letters, Circulars, Memo, Salary Certificate, Noc * Preparing & updating Employees Files. * Preparation of Payroll/Gratuity & Compensation. * Review, Update & Renewal of Visas and Medical insurance, WC, Public Liability Policies. * Review, sort, distribute, communicate incoming correspondence & reply on Behalf of GM. * Maintaining diaries, arranging appointments, schedule meetings, prepare agenda and minutes, make travel arrangements, and handle confidential documents. * PreparingQuotations, LPO, Invoice,Reports, initiating CSR & advertising, front office management. * Liaising with relevant organizations and clients, dealing with utility bills, Petty cash management.   SHARJAH  HR/ADMIN ASSISTANT (04/2015 – 10/2017)   * Managing calls, answer queries, vehicle registration & insurance renewal, photocopying and fax. * Managing attendance & OT, payroll preparation, gratuity & compensation. * Provide assistance to Accounts department in BRS, Receivables & payables. * Coordinate with PRO for new visa, renewal and cancellation. * Prepare LPO, Quotation, Invoice, Agreements. * Organize, compile, and update company personal records and documentation. * Process employee’s requests and provide relevant information. * Preparing reports, initiating CSR & advertising, front office Management. | |