# Sakina

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**Career Objective**

Graduate with 5+ years of progressive experience in managing business office functions and providing executive level support to principals. Willing to relocate to Dubai or Kuwait for better opportunities and progress. Fluency in English and working under pressure are the positive qualities I bear.

**Education**

* Graduation in Commerce from Delhi University (2017)
* Senior Secondary from CBSE (2014)

**December 2016 –December 2019**

**Human Resource Officer**

* Managed a full set of recruitment functions, including online job posting, CV screening,
* Interview arrangements, employment contract preparation, etc
* Telephonic interviews and
* Compiled regular HR reports and analyses in areas of recruitment, staff movement and
* Turnover for corporate and top management
* Coordinate with team to prepare offer letter, induction program, joining formalities and others.
* Workstation requirements.
* Prepare salary certificates; leave adjustments, attendance & OT calculations.
* Settlement - gratuity, loan approvals, and exit interviews etc.
* Handle employee relations, staffing, scheduling, time sheets, payroll and KPI’s.
* Maintain and update employee records in, MIS and documentation form.

**Office Admin**

* Office assistance to top management
* Bookings flights and finding suitable hotel accommodations for company authorities.
* Print, scan , copy and filing of documents( Bills, vouchers)
* Event planning for staff members Birthdays, picnics, corporate events, meetings.
* Cold calling to customers for payments.
* Maintenance of necessary stock in the pantry.

**RIDDHI SIDDHI CREDIT COOPERATIVE SOCIETY LIMITED August2015–November 2016**

**Credit Executive**

* Evaluate loan application and documentation and credit worth of the applicant.
* Finalization of loan documents and pending formalities.
* Telephonic verification of applicants
* Bank account, cheque and signature verification of the applicant.
* Completes loan contracts by explaining provisions to applicant; obtaining signatures and notarizations; collecting fees.
* Ensure Security of applicants original documents in lockers
* Opening loan accounts in software and journalizing the required entries.
* Monthly updates of loan EMI
* Reports for defaulters and recovery
* Cold Calling
* Loan Settlements.

**HOME HEALTH PAVILION {DURABLE MEDICAL EQUIPMENT}**

**Udaipur, Rajasthan India**

**August 2014–August 2015**

**Billing Executive**

* Oversee and streamline billing and collections processes
* Maintaining customer relationship.
* Create sales orders in software for monthly orders
* Post payment in patients account
* Bill the medical equipment to insurance companies of USA (NY & CT)
* Communicating with customer care of insurance companies for claim status and payment.
* Communicating with the doctors & nurses in hospitals for prescriptions.
* Coordinating with the front office executives for proper delivery and payment of equipment
* Creating monthly orders and data base for medical accessories.
* Write thorough reports on billing activity with clear and reliable data
* Issue and bills, receipts and invoices

**Additional Skill**

* Handy with computers, internet, emails, basic office equipments(scan, copy, print etc)
* MS Office
* Can travel in case company needs me to.

**Personal Information**

**Nationality** – Indian **Martial Status-** Single **Visa Status (UAE)** - Visit Visa 3 months

**Languages Known**

**English** - Fluent (oral & written)

**Hindi** - Fluent (oral & written)

**Gujarati** – Fluent (Oral)

I hereby declare that the information provided above is true and genuine to the best of my knowledge.