



# Suneri

HR \ Admin Officer

## PROFILE SUMMARY:

Highly efficient and diligent administrative office professional with six years of experience in management. Capable leader with excellent skills in delegating responsibilities to others and supervising and evaluating for effective task completion. Enthusiasm for delivering excellent service to customers and other visitors in the office setting. Commitment to upholding company policies and procedures when working with staff members and motivating team. Strong organizational skills and excellent attention to detail when dealing with paperwork.

## PERSONAL DETAILS:

Contact - +971504753686  
Email [suneri@2freemail.com](mailto:suneri@2freemail.com)  
Address -UAE  
  
Date of Birth - 20 January 1998  
Nationality - Indian  
Languages - English, Hindi & Gujarati

## SKILLS:

- Good Communication
- Quick Learner
- Leadership skills
- Organizational skills
- Decision-making skills
- Multi-tasking skills

## EDUCATION:

- Bachelor in Business Administration (BBA) -----Year - 2018  
Saurashtra University, Gujarat, India.
- H.S.C. (Higher Secondary Certificate) ----- Year - 2015  
GSHSEB University, Gujarat, India.
- S.S.C. (Secondary School Certificate) ----- Year - 2013  
GSEB Institution, Gujarat, India.

## COMPUTER ACADEMICS:

- CCC (Course on Computer Concepts) -----Year - 2017  
Wilnet University, Gujarat, India.
- MS Office (Microsoft Office), -----Year - 2017  
Wilnet University, Gujarat, India.
- (Microsoft Office Package: Word, Excel, PowerPoint, Outlook, Adobe Acrobat )

# EXPERIENCES

## ➤ SALES IMMIGRATION CONSULTANT VISA SERVICES- DUBAI

**Work Summary:** ----- **FEB'23-PRESENT**

Responding to inbound leads via telephone and email, managing and following up on leads whilst providing ongoing guidance and advice.

Conducting client interviews and assessing eligibility for immigration applications.

Managing the entire lifecycle of the Migration application process, acting as a first point of contact at any given stage during the process for any client or colleague queries and offering area expertise where necessary.

Handling Permanent Residence Applications, Visit Visas, Student Visas etc. Developing and maintaining strong client relationships.

Serving as the main point of contact for assignees throughout the process.

Driving improvement and efficiencies within the company and identifying opportunities to meet the increasing needs of the company.

Maintaining strong working relationships with all clients and colleagues.

## ➤ Admin Executive: Ultimate Power Solution FZC- SHARJAH

**Work Summary:**----- **Nov'21-Dec'22**

Orienting new employees and training existing employees.

Acting as the administrative point of contact between the executives and internal/external clients. Handling Executives requests and queries appropriately.

Ensuring that all employees are organized and satisfied in their work environment. Overseeing the health and safety of all employees.

Implementing systematic staff development procedures.

Providing counseling on policies and procedures.

Helping the department heads as and when required

Communicating with staff about issues affecting their performance.

Ensuring accurate and proper record-keeping of employee information in electronic and digital format.

## ➤ Admin Executive: Just dial Ltd, Ahmedabad, India.

**Work Summary:** ----- **July 2017 - April 2021**

- Answering phone calls, dealing with enquiries and provide general information to job applicants regarding HR procedures.
- Manage office supplies stock and place orders.
- Prepare regular reports on expenses and office budgets.
- Maintain and update company databases.
- Organize a filing system for important and confidential company documents.
- Update office policies as needed.
- Maintain a company calendar and schedule appointments.
- Book meeting rooms as required.
- Distribute and store correspondence (e.g., letters, emails & packages)
- Prepare reports and presentations with statistical data, as assigned.
- Arrange travel and accommodations.
- Schedule in-house and external events.

----- **THANK YOU** -----