SHAIK

[shaik.355146@2freemail.com](mailto:SHAIK.355146@2freemail.com)



* Career record of achieving set goals and consistent work performance on the basis of dedicated work approach.
* Ability to work under pressure, effectively meet deadlines and maintain strict confidentiality of the company
* Very proficient with Microsoft word, Excel, PowerPoint, Outlook
* Supervise administrative staff and divide responsibilities to ensure performance
* Maintain professional internal and external relationships that meet company core values.
* Proactively establish and maintain effective working team relationships with all support departments

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**EL SEIF ENGINEERING CONTRACTING CO**

**Admin Assistance/ Project Name: MOI,P 134-0**

**Jazan-B , KINGDOM OF SAUDI ARABIA Feb-2015 to Aug 2016**

**Responsibilities:**

* Ensure quality service with efficient and effective management of available resources.
* Streamline daily by preparing memos/correspondence, letters, managing files/records/documents and providing inventory management.
* Ensure and build professional relationship with external stakeholders for smooth business operation.
* Ensure adherence with company regulations by developing and maintaining policies and procedures.
* Manage financial operations by performing accounting functions processing time cards and preparing payrolls. Advising the staff regarding benefits, programs, and pay issues.
* Enhance staff development by supervising new hires.
* Develop and maintain an effective customer service follow-up system by use of a diary detailing all daily tasks and carry forward same
* Maintaining manpower. Providing advice and support to the line managers and employees.
* Manpower Contract Preparation, renewal, Leave calculation. Check Leave Application and issue ticket with confirmation from Site and Travel Agent. Update Excel sheet and make billing for same. Follow up with Senior Staff and arrange
* BTA (Business Travel Application) for them and arrange flights. In addition issuing .Insurance card and make billing for same and update in Excel sheet.
* Maintaining the job application materials and documents and ensures about the complete accuracy and confidentiality.
* Managing the human resources staff, this includes: scheduling and assigning the work, conducting the interviews and supervising the training. Preparing employee leave application
* Process bills related to Hotel, Fuel, Newspaper, security, electricity, office spaces, courier, T&T etc.
* Other duties as assigned by the Project Administrator.
* Ensure all invoicing is accurate and cash sales are collected prior to release of clients goods

**CARZONRENT INDIA PVT LTD, HYDERABAD, INDIA**

**National and International Travel Services / Sales & Operations**   **July 2012 to Jan 2015**

**Responsibilities:**

* Handling a team size of 6 Employees for each shift and maintaining their reports and responsible for the shift targets reach on a daily basis.
* Coordinate to Manager and Branch Manager for reports and additional responsibilities.
* Maintaining and developing strong, sustainable relationships with key travel agency clients, as well as corporate and direct clients.
* Gather market and client information, and following up with visits to develop new business
* Develop and maintain an extensive customer database.
* Provide consultation for clients on the services provided by the company.
* Being responsible for individual sales target
* Assisting the Manager in implementing sales strategies for the company
* Carry out other tasks when assigned by Company
* Booking reservation of EMIRATES LIMOSINE SERVICE for Business Class Passengers
* Online reservation & Telephonic reservation for corporate clients around Pan India
* Complaints from the client need to resolve within 12 hrs. with resolution
* According the committed time has to dispatch the vehicles with Quality checking.
* Taking feedback from the Customers and try to resolve and update the same to the superiors and to the manager
* Liaising with Sales Team/Operations/Accounts on a regular basis to ensure optimum service to the customer.
* Attending to and resolving Customer account queries, clarifications and complains.

**Achievements**

* Cited by management between 2010 and 2012 for consistent high performance rating
* Meeting the given targets regularly and got many appreciations from Clients for the service provided.



**B.Tech from VIF College of Engineering & Technology JNTU Hyderabad India**

**2009-2012**