**FLYNIE**



Bur Dubai, Dubai

Contact No : **C/o 0505891826**

Email id **:** [**flynie.368372@2freemail.com**](mailto:flynie.368372@2freemail.com)

**OBJECTIVE**

To work in an environment where I can utilize my skills to help the company grow, build healthy professional relationships and at the same time polish up my skills to enhance the working ability.

**EMPLOYMENT DETAILS**

MAY 2017 - PRESENT **Customer Service Coordinator/Administrative Assistant/Receptionist**

**INJAZ REAL ESTATE REGISTRATION TRUSTEE**

\*Interacting with clients

\*Handling grievances of the customers

\*Providing clerical and administrative support to the employees

\*Cash Handling

JUNE 2016 - MARCH 2017**Talent Acquisition Specialist**

**TECH MANHINDRA BUSINESS SERVICES**

JUNE 2015 – JANUARY 2016 **Talent Acquisition Specialist**

**FIRST SOURCE SOLUTIONS**

\*Assisting with day to day operations of the HR functions and duties

\*Coordinate communication with candidates and schedule interviews

\*Sourcing candidates through job portals

\*Process documentation and prepare reports

**ACADEMIC CREDENTIALS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **University/Board** | **Year of Passing** | **Percentage** |
| T.Y.BCOM | Mumbai University | 2015 | 83% |
| H.S.C | Maharashtra Board | 2012 | 73% |
| S.S.C | Maharashtra Board | 2010 | 73% |

**PERSONAL SKILLS**

\* Networking

\* Strong convincing skills

\* Inquisitive

**PERSONAL DETAILS**

**DateofBirth:** 21st January 1995

**Nationality** **:** Indian

**LanguagesKnown:** English, Hindi, Marathi and Konkani

**Hobbies :** Read and Travel

**Visa Status :** Employment Visa

(**Flynie**)