**Roohi**

**Email:** **roohi.391464@2freemail.com**

**Professional Summary:**

To be exceptionally well organized with a track record that demonstrates self-motivation, creativity and vision to achieve both personal and institutional goals and to be a part of team work and dedication towards responsibilities.

* Adaptable to work under pressure with full enthusiasm and good at team work.
* Ability to pick up and learn very fast within the given period.
* Ability to archive all targets set or given by the management.

Education:

Masters of Business Administration in Human Resource – Annamalai University,Dubai, UAE

**Skills:**

Human resource assistance

Administration

Customer service

**Career Summary:**

**OPERATIONS SUPERVISOR (2010-2018)**

**INTL FCStone Commodities DMCC**

* Managing the HR/administrative tasks such as work visa processing and cancellation for all employees.
* Maintaining the accounting records of the company.
* Supervision of Operations department.

**SENIOR SALES MANAGER (2005-2010)**

**RIVOLI GROUP LLC**

* In-Charge of customer care and service.
* Attending customer complaints.
* In-charge of the shop environment and keeping maintained records.
* Keeping daily sales records and outgoing stock records.
* Analyzing the competitive products.
* In-charge of merchandizing the products in the showroom.

**HUMAN RESOURCE EXECUTIVE (2004-2005)**

**SWATCH GROUP**

* Managing administrative jobs and working end to end with the group’s hiring team.
* Managing correspondence independently
* Handling the employee records and data.