



PROFESSIONAL PROFILE:

It is my desire to be part of a reputable and growing organization, where I can use my experience to contribute to the development of the organization, thereby building a career in a challenging environment.

- Total 15+ years' experience in Dubai, UAE with more than 8 years Human Resources & Admin experience in health insurance industry;
- Ability to learn quickly and adapt to changing environment;
- Ready to learn attitude;
- Ability to multi task, enthusiasm, hard work, confidence and creativity are my important qualities; and
- Good knowledge of UAE Labor Law.

EDUCATION:

- Graduate (Degree) in Bachelor of Arts - English Literature as main subject from University of Calicut, India.

COMPUTER KNOWLEDGE

- Good working knowledge with of HRMS (Humantiz) system & Time and Attendance system;
- Good experience with Gusto IT based software;
- Post Graduate Diploma in Computer Application (PGDCA): Microsoft Office, MS Word, Excel and Power Point, Visual Basic, C, C++, LAN, Internet & MS Outlook.

CURRENT JOB PROFILE:

- From January 2011 onwards till date as Assistant Manager – Human Resources in Amity Health L.L.C (TPA - Medical Insurance), Dubai.



Main responsibilities:

Human Resources

- Updating the staff records in HR system & maintenance of staff files;
- Preparing the payroll with the preparation of staff overtime, deductions and additions;
- Manage the staff attendance record & updating leave records and leave balance;
- Issue of all HR letters such as salary certificate, salary transfer letter, no objection letter and experience certificate for staff;
- Arrange interviews, prepare and send offer letters for new recruits;
- Maintaining performance appraisals;
- Updating new additions and deletions of employees in HR system;
- Working on new/renewal/cancellation visas and work permits in coordination with PRO;
- Maintain records of staff insurance policies (Life & Health);
- Arranging new additions or deletions for medical cards;
- Maintain the company organization chart & HR policy manual;
- Arranging hotel reservation, business trip and annual air ticket bookings etc.;
- Conduct exit procedure with the resigned employees; and
- Preparing the final settlement computation and forward necessary documents to finance for issuing the final settlement and cancellation.

Office Administration, Wellness & Marketing

- Assist with the overall management of office maintenance and general office service providers;
- Manage office stock procurement and vetting of suppliers;
- Arrange for price quotations for purchases after receiving approved purchase requests;
- Prepare local purchase orders (LPO) and get authorized signatures;
- Managing drivers & messengers;
- Manage staff wellness events and staff functions;
- Assist with the management of wellness events for clients; and
- Assisting with finance department for cheque dispatching and updating the Gusto.

PROFESSIONAL EXPERIENCE IN UAE:



From March 2008 to December 2010:

- Worked with Gulfjet (Private aviation Industry), Dubai, as Executive Secretary cum Admin Assistant.

Work Profile

- Receive and make telephone calls in an appropriate manner;
- Manage incoming and outgoing mail, faxes, emails and courier;

- Manage visitors and take care of guests;
- Prepare airport passes, car passes and ID card for staff;
- Prepare and assisting documents/applications for visa like UAE visa, USA visa, Schengen visa etc.;
- Updating BART SYSTEM & Jeppsen Airway Manuals;
- Prepare and follow up correspondence;
- Create various periodic reports based on manager request;
- Arranging Ticket and Hotel reservations;
- Schedule and coordinate meetings and appointments;
- Perform file & library maintenance, photocopying;
- Prepare and update the files of pilots & staff;
- Operate office equipment's such as fax machine, telephone system, copier machine and PC;
- Use computer for Microsoft Office (Word, Excel, PowerPoint) and other applications;
- Manage inventory for the office supplies also order and maintain stationery and equipment supplies;
- Data entry/data encoding & organize periodic cleaning of office;
- Monitoring staff attendance report; and
- Coordination with accounts department and other departments.

PROFESSIONAL EXPERIENCE IN UAE:



From March 2004 to February 2008

- Worked with Ramee Group of Hotels, Dubai, UAE as Reservation in Charge/Executive Secretary.

Work Profile

- Handling the Front desk and busy switch board;
- Attending queries and answering & receiving customers;
- Open, sort, and distribute incoming correspondence, including faxes and emails;
- Prepare responses to correspondence containing routine inquiries;
- Prepare invoices, weekly & monthly reports, memos, letters and other documents using word processing & spreadsheet;
- Attend meetings in order to record minutes;
- Room & ticket reservations & reconfirmations;
- Filing Incoming & outgoing documents;
- Handling cash/voucher & co-ordination with clients/companies for payments;
- Preparing letters, documents, bills & Staff Attendance; and
- Co-ordination with accounts, drivers and other departments.

PROFESSIONAL EXPERIENCE IN INDIA:

From July 2003 to February 2004

- Worked with a Semi Government Computer Institute, India as a Computer Instructor.

Work Profile

- Counseling & providing software training to Government staff & students;
- Developing training manuals for computer applications;
- Teaching fundamentals and computer languages such as C, C++ & Visual Basic; and
- Managing office administration.

ACHIEVEMENTS:

- CPD Certification – HR Summit & Expo 2018;
- CPD Certification – HR Summit & Expo 2017;
- Rewarded the **Star of the Month** in January 2017, December 2017 & May 2018 – Amity Health LLC, Dubai; and
- Rewarded the **Best Employee of the Month** in April 2005 & November 2006 Ramee Group of Hotel, Dubai, UAE.

PERSONAL INFORMATION:

- Nationality - Indian
- Sex - Female
- Marital status - Married
- Religion - Christian
- Date of Birth - 09.05.1979
- Languages known - English, Hindi & Malayalam
- Residence Visa – UAE (Husband's Sponsorship)
- Valid UAE Driving License