ArzooFatma

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GSM**: +971 505697716/ 0564794915,** Email I’d**:** [**arzoofatma@gmail.com**](mailto:arzoofatma@gmail.com)

Objective

Upbeat, success-driven human resources professional with huge progressive experience in diverseadministrative roles,retail sales,hr Coordinater. Strong track record of strategic and operational management of employees targeted at achieving business objectives. Expertise encompasses operational services, performance management, and recruitment, employee relations. I am in Dubai since 6 years.

**Core Competence**

Performance review Confidentiality Background checking

Payroll processing Documentation Recruitment supervision

Advertisements handling Interview conduction

# Al Rajhi Company, Administration  15/10/14 - 01/02/16 Dibba, Al Fujeirah UAE Responsible for performing a wide variety of clerical, technical, administrative, and office duties in support of the Human Resources Department

# Responsibilities  Handle HR related documentation and records  Act as the first point of contact for all human resource related activities  Assist human resource managers during recruitment and induction procedures  Coordinate in-house training activities and track training sessions  Assist HR in performing background checks and reviewing references  Coordinate interviews and direct applications to the right channels  Provided support to the recruitment and induction processes  Handled personnel records and labor relations  Performed job evaluations and handled benefits administration procedures  Assisted in reviewing and entering data from human resource documentation  Maintained liaison with prospective candidates  Arranged interview schedules and followed up on candidates responses

**Professional Abridgement**

**Total 3 and half years experience.**

1). Worked with Sony India PVT LTD, Patna with nearly 1 years of experience and 37 days Internship in HR & Personnel Administration, Training & Development, Database Maintenance and in handling Employee Grievances.

2.) 1 years experience in national paint ,Sharjah in 2010 to 2011.

3). 1 and half years experience in AL Rajhi company, Fujairah, Dubai 2014-16.

**Areas of Expertise**

Retail sales

HR processes  
Employee relations  
HR management  
Coordinating activities  
Employee probation periods

**Education**

M.B.A (Master of Business Administration) from Admerit Global Business School Patna, India

Post Graduate Diploma in Business Management from Admerit Global Business School Patna, India.

**Computer Skills**

1 Year A.D.C.A (Advance Diploma in Computer Application)

**DCA:- (Diploma in Computer Application)**

* Fundamental of Computer, Operating System (MS-DOS, MS-WindowsXP/7/8)
* MS- Word, MS-Excel, MS-PowerPoint,
* MS-Access, MS-Publisher, Internet, E-mail, Multimedia
* HTML (Hyper Text Markup Language), Assignment& Project Work.

**CFA:- (Certificate in Financial Accounting)**

* Concept of Financial Accounting, Tally latest Version
* Inventory, VAT, TDS, Service Tax, TCS, Payroll etc, Report in Tally, Assignment & Project Work.

**DTP:- (Diploma in Desktop Publishing)**

* Pagemaker 7, Coral Draw 13, Photoshop CS
* Scanning, Use of Digital Camera.

**C.C.A (Certificate in Computer Application):-**

* Basic Computer Skills
* Computer Skills for Office Management
* Personal Information

Gender : Female

Nationality : India

Father’s name : S.M Shabbir Ahmad

Passport : J8307740

Visa : 10/05/16 to 04/08/16

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