

Sonia Javaid

Dubai

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00971-567918510

To obtain a position where I can maximize my skills, training, working experience as well as to utilize my ability to work well with people. Also looking for a position where I can grow professionally and promotes a learning environment.

Work Experience

Admin-cum-accounts Assistant

SK Shipping line LLC - Dubai

May 2017 to Present

- Handling online or telephone queries in a calm and friendly manner.
- Coordinating between other departments and the client to provide the service most Suitable to the client's needs, cost and time restraints.
- Manages import and export operations, including, invoicing, making sales quotations, B/L draft, answering customer queries and issuing delivery orders.
- Assisting the Accounts team to assess the progress of the department and develop Financial reports.
- Preparation of weekly/monthly financial reports on sale transactions within the Department and outlines any strategies to improve.

HR Assistant

Horizon Technology > 1 Year

- Provides payroll information by collecting time and attendance records.
- Maintains employee information by entering and updating employment and status-change data.
- Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies.
- Arranges management interviews by coordinating schedules; arranges travel, lodging, and meals; escorting applicant to interviews; arranging community tours.
- Evaluates applicants by discussing job requirements and applicant qualifications with managers; interviewing applicants on consistent set of qualifications.
- Manages intern program by conducting orientations; scheduling rotations and assignments; monitoring intern job contributions; coaching interns; advising managers on training and coaching

Education

Bachelor of Business Administration B.B.A in Human Resource Management

University of the Punjab Pakistan

2010 to 2015

Skills

Excel