

Aleena Merin Noble

Administrative professional with 6+ years experience in Admin/HR

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Portfolio

Experienced and dedicated administrative professional with 5+ years experience in Administration (Emirates Medical Services) and 1 year experience in HR (Zulekha Hospital). Consistently recognized for proven capability in office administration, record keeping, preparing reports and performing customer-oriented tasks

Objective

Quality-focused and highly organized professional committed to approaching administrative tasks with tenacity and attention to detail. Looking forward to secure a position focusing on HR/Administration, where I can contribute to organizational goals and develop my current skill set further.

Education

MBA June 2010 - December 2012

Albertian Institute of Management, India

MBA - HR/Marketing

Bachelor in Commerce September 2006 - September 2009

University of Calicut, Dubai

High School - Commerce April 2005 - March 2006

Our Own English High School, Sharjah

Work experience

Administration Assistant (Aviation Medicine - Medical services) February 2018 - September 2020

Emirates Airlines, Dubai

- Providing administration support to Avmed office.
- Undertaking role of secretary to Aeromedical Examiner(AME).
- Assisting in GCAA pilot/Cabin crew medical renewal, initial medical, suspension of license. Liaising with National recruitment for cadet pre screening and pilot Pre-employment. Liaising with EFTA for abinitio cadet medicals.
- Case managing cabin crew under post maternity and organizing appointments for license reinstatement prior to their Return to Work.
- Managing database and spreadsheet. Providing monthly stats to Clinical Service Manager.

Administration Assistant (Occupational Medicine - Medical services) August 2015 - February 2018

Emirates Airlines, Dubai

- Case managing Industrial Injury/Non IJ employees for clearance/return to work.
- Providing direction to Occmed nurse for setting up monthly clinic schedule and booking appointments for Airside Driving permit medical/Fuel Tank entry medical/Sleep Apnea check/Disability assessment/Workplace ergonomic assessment.
- Coaching staff on the job by using professional knowledge to ensure consistently high standards are maintained. Escalating employee performance problems, to Admin Officer.
- Maintaining up-to date and accurate manual and computerised records for OH in accordance with Data Protection, Medical Confidentiality and Company requirements.
- Resolving front line problems as quickly and effectively as possible and escalate only when required. Using initiative to prioritise own workload and that of supervised staff, exercising discretion as to the degree of urgency, importance and confidentiality required.

Administration Assistant (Front Office - Medical services) November 2014 - July 2015

Emirates Airlines, Dubai

- Greeting and directing all patients, checking them in for their appointments and registering as walk-ins in the Rapid Care clinic. Handling incoming calls, scheduling appointments and performing general administrative duties
- Liaising with team leader and team members and planning how to deal with patients effectively and efficiently, offering them what they want, finding strategies to help in smooth functioning of the clinic and avoiding unnecessary disruption that might arise
- Ensuring compliance with company and clinic policies and procedures

HR Executive June 2013 - June 2014

Zulekha Hospital Dubai

- Maintaining and filing HR records, such as those related to compensation, training, medical license, leave details, educational certificates. Communicating and explaining the organization's HR policies to the new employees.
- Preparing and submitting all relevant HR letters (Salary certificates, salary transfer letters, No Objection certificates, Experience certificates) as per the requirement of employees in consultation with the management. Handling preparation of ID Cards for new staffs and sending requests for stamps for new clinical staffs
- Coordinating with Finance Department for payroll (calculating overtime for employees and entering into HMIS). Coordinating with Quality department for maintaining Employee P-Files in adherence to JCI standards.
- Extracting EOM/EOY nominees from HMIS and assisting in EOM interview and ceremony. Maintaining and updating employee demographic sheet and assisting in yearly appraisal process.
- Maintaining a record of Medical licenses of all clinical staff on system
- Maintaining and regularly updating master database (personal file, personal database, etc.) of each employee

Declaration

Date :-

Aleena Merin Noble

Soft Skills

- Excellent communication skills
- Customer oriented
- Articulate and well spoken
- Professional phone etiquette
- Accurate and detailed
- Team building
- Excellent planner and coordinator
- Flexible
- Empathic skills

Hard Skills

- Secretarial support
- Typing Speed - 84 wpm
- Inventory management
- Calendar/Appointment management

Technical skills

- Email management
- MS Office
- Database management
- Report generation
- Interaction with cloud - SharePoint/One drive
- Digital editing

Accomplishments

- Najm Merit and Appreciation award (Emirates)
- 1st prize for Marketing Game (Product Launch) at Finesse'10
- 3rd prize at HR seminar (Perception of men on women) at AIM
- Community reports published in Gulf news (Citizen Journalist)
- 1st prize in Gulf News reader photography competition (December 2013)

Certifications

- Non professional Triage program
- Business English Certificate (BEC) Vantage - University of Cambridge
- Hand Hygiene Certificate - HHA
- Microsoft Office

Interests

- Photography
- Blogging
- Poster/Brochure designing
- Social media

Internship

June - July 2012

HR Trainee

Coral Beach Resort, Sharjah

Additional Information

- Date of Birth :- 22 August 1988
- Nationality :- Indian
- Marital Status :- Married
- Passport No. :- M9122261
- Visa status :- Husband's Visa
- Languages known :- English, Hindi and Malayalam
- Driving license :- UAE D/L (Light vehicle)