

NAJMA SHAIKH

00971 50 2463277

najma.shaikh85@gmail.com

Abu Dhabi, UAE



Profile:

15 years' experience in various field of administrative work specifically in the areas of Human Resources, Payroll, documentation and office administration. Well versed with the UAE Labour and Immigration Laws. Goal-oriented individual with strong sense of responsibility, organized, highly motivated, pro-active, detail oriented and resourceful, highly proficient in MS Office Skills

Radisson Blu Hotel and Park Inn by Radisson Yas Island, Abu Dhabi

(Under sponsorship of ALDAR Hotels & Hospitality LLC)

DESIGNATION: Cluster HR Coordinator, Oct 2015 – Nov 2020



- Managing employees and management request and closing them within turnaround time
- Regular update of Employee handbook, HRMS and other HR documentation (Master Staffing list, etc.)
- Recruitment: Interview scheduling, Interview for line colleague, Recruitment MIS generate
- Update and maintain the personal files of employees and confidentiality of proprietary information
- Onboarding and regular assistance to colleagues: HR Induction, providing name badges, access card, lockers and other information ensuring a smooth introduction to the Hotel
- Managing RATIBI card (salary account) & health insurance (new or replacement)
- Administering claim forms for reimbursement of medical services for colleagues
- Leave Management, payroll and ticket processing
- Making sure that staff get paid correctly and on time.
- Administering the sick leave policy of the property in conjunction with Department Heads. Responsible for logging of all sick leave and other absence on system by providing information to managers on levels of sick leave.
- Generating Human Resources data reports on monthly basis
- Document Preparation (employment certificate, salary certificate, salary transfer letter to bank, NOC etc.)
- Administrative support to the Cluster Assist. Director of HR to generate contracts of employment, letters of confirmation for all permanent staff on completion of fully authorized documentation, keeping Probation period record of all new joiners. Ensure all casual documentation is completed and forwarded to payroll in a timely manner.
- Administrative support to the PRM with residence visa, labour card details, passport no., emirates id all the necessary information
- Organizing staff training sessions and activities.
- Champion the Monthly team gathering initiative
- HR Communication: Information to Department Heads and employees on a regular basis (Birthday listings, staff listings, etc.)
- Off boarding responsibilities: clearance, exit interviews, full & final settlement with Finance
- Support to the Training Manager to arrange training material, collaterals and training room
- Create Lobster Ink id for all team members and report generation on a regular basis
- Preparing Monthly Training Report

Louis Berger Consulting Services LLC, Abu Dhabi
DESIGNATION: Procurement / Finance Assistant, Sep 2014 – Sep 2015



- Reviewed and approved purchase orders before ordering goods
- Processed purchasing requests and maintained purchasing logs
- Ensured that all purchase operations were performed in accordance with company policies and procedures
- Followed-up on delivery schedules, payment delays, and invoice queries
- Managed deliver schedules and status of goods
- update monthly phone bills to concern employees
- Generate employee time-sheet report through TESS (Cost Point), follow-up for completion or correction with relevant team members
- Maintain soft & physical files for all related documents

YAS LINKS LLC under sponsorship of ALDAR Hotels & Hospitality LLC,
Yas Island, Abu Dhabi:
DESIGNATION: HR / Admin Assistant, Feb 2010 –Aug 2014



- Monthly Payroll preparation through WPS & Non WPS format for all staff.
- Updating the Payroll documents into Oracle, such as, starters, leavers, overtime, expense claim, maternity, paternity etc.
- Prepare all final Settlements, Housing Allowance & other allowance
- Update Visa, Labor Card and Emirates ID status and Process for renewal for the existing staff accordingly.
- Update Organization Chart and monthly Turn over report.
- update the status of recruitment regularly
- Maintaining employee file records up to date by handling changes in employee status in timely manner
- Maintain an accurate record of all planned promotions / Increments/transfers
- Arrange, medical card, Ratibi Card, meal provision, vacation, air tickets, and transportation for all employees.
- Update of employees' records
- Collate and control all recruitment paperwork and internal approvals for both New Hires and Status Changes.
- Coordinating in volunteer and staff training events or programs and recommending resources, as needed.
- Logging hours of time and attendance
- Perform other incidental clerical duties such as receiving and sorting mails, handle telephones enquiries, attend to walk-in candidates, visitors and customer, etc.
- Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence.
- Explain company personnel policies, benefits, and procedures to employees or job applicants.
- Record data for each employee, including such information as addresses, monthly earnings, absences.
- Gather personnel records from other departments or employees.
- Examine employee files to answer inquiries and provide information for personnel actions.
- Answer questions regarding examinations, eligibility, salaries, benefits, and other pertinent information.
- Compile and prepare reports and documents pertaining to personnel activities.
- Request information from law enforcement officials, previous employers, and other references to determine applicants' employment acceptability.
- Process and review employment applications to evaluate qualifications or eligibility of applicants.
- Arrange for advertising or posting of job vacancies and notify eligible workers of position availability.
- Other duties as assigned.

**GOLDEN EAGLE COMPUTERS & AL SHAHBA GEN. TRANSPORT
(SISTER CO.), Abu Dhabi:**

**DESIGNATION: Back office Assistant and Document Controller
From Dec-2008 - Jan 2010**

- Answer telephones and transfer to appropriate staff member
- Meet and greet clients and visitors
- Create and modify documents using Microsoft Office
- Perform general clerical duties to include but not limited to photocopying, faxing, mailing, and filing
- Maintain hard copy and electronic filing system
- Monitoring system for employee's records (i.e. labour card, visa status, trade license expiry, passport expiry, etc.)
- Research, price and purchase Product.
- Coordinate and maintain records for staff office space, phones, parking, company credit cards and office keys
- Setup and coordinate meetings and conferences
- Check all relevant paperwork has been completed correctly, issues regarding the delivery logged and adjustment keyed onto customer account for which a credit note is raised
- Update employment file, monitor punctuality, Drivers attendance and computation of monthly Laborer wages

METICULOUS

For recovery of different types of loans.

DESIGNATION: Team leader for back office, March-2007 to Dec-2008

- Provide Voice customer support to different clients
- Managing user accounts
- Immediate response to users & Escalate issue to senior management
- To prepare Daily payment sheets
- To keep proper track on field executives. To keep continuous co-ordination for update
- To make presentation w.r.t support
- To maintain files & folders and update database on timely base

SAPTAGIRI CONSULTANTS – Andheri (Mumbai)

DESIGNATION: Back office Supervisor, January 2005 to February 2007

KEY RESPONSIBILITIES

- Deposit daily payment.
- To send soft copy of payment sheets.
- To maintain receipt records (used & unused) on daily basis.
- To check the files & registers maintained by respective T.L.
- Monthly database checkup (internal audit)

EDUCATION:

Course Name	Year of Passing
B.COM	2008
H.S.C	2003-2004
S.S.C	2001-2002

ADDITIONAL QUALIFICATION:

CERTIFICATIONS & COURSES : Advance diploma in office
Automation & fundamental account
(ADOFA). Windows 2000.
Version 7.2.

PERSONAL INFORMATION:

D.O.B : 15th January 1984

MARITAL STATUS : Married

NATIONALITY : Indian

GENDER : Female

LANGUAGES KNOWN : English, Hindi, Marathi, and Urdu
Arabic (Read & Write)

PASSPORT NO. : S0800358

EXPIRY DATE : 24th Sep 2027

DRIVING LICENSE : UAE (light vehicle)



DATE:

(SHAIKH NAJMA)