



ABOUT ME

I am an organized and efficient Office Manager and Executive Assistant with over 11 years of diversified experience in supporting corporate-level officers and senior management. My proven expertise in administrative and operational leadership enables me to effectively contribute to the success of any organization. As a clear communicator and self-motivated professional, I thrive in independent roles where my decisive nature can drive results. I am actively seeking opportunities in Administration Management and Executive Assistance to leverage my skills and experience for the benefit of your organization.

SKILLS

- ORGANIZATIONAL AND TIME MANAGEMENT
- INTERPERSONAL SKILLS
- COMMUNICATION
- EXECUTIVE ASSISTANCE
- STRATEGIC PARTNERSHIP
- TRAINING AND DEVELOPMENT
- MS TOOLS

LANGUAGES

- ENGLISH
- MALAYALAM
- HINDI
- TAMIL

CERTIFICATIONS

CERTIFIED ADMINISTRATIVE PROFESSIONAL (CAP)
FEB 2017

LINK

LinkedIn:
<https://www.linkedin.com/in/nazia-shahul-hameed-8b2b83126/>

PERSONAL DETAILS

- Nationality**
Indian
- Visa status**
Resident
- Marital status**
Married

NAZIA
SHAHULHAMEED

CORPORATE OFFICE MANAGER & EXECUTIVE ASSISTANT TO GROUP CEO

- Dubai, UAE
- 0564154081
- naachu18@gmail.com

WORK EXPERIENCE

BESURE INSURANCE CONSULTANCY DMCC (AXIS INSURANCE BROKERS AND AFFILIATES)
Dubai
Dec 2020 - Present

- Corporate Office Manager & Executive Assistant to Group CEO**
 - Manage the CEOs calendar, appointments, and meetings.
 - Handle travel arrangements, itineraries, and visa requirements.
 - Draft, edit, and proofread correspondence,reports, and presentations.
 - Serve as the primary point of contact between the CEO and internal/external stakeholders.
 - Handle confidential and sensitive information with discretion.
 - Prepare agendas and take detailed minutes for meetings.
 - Assist in coordinating projects and tracking progress against deadlines.
 - Liaise with other departments to ensure timely execution of key tasks.
 - Maintain organized records of project files,contracts, and other documentation.
 - Maintain a systematic filing and documentation system.
 - Perform other duties as assigned to support the CEOs daily operations.
 - Ensure the office runs smoothly and efficiently by coordinating day-to-day activities
 - Maintain and manage office supplies, ordering new stock as needed and keeping inventory records
 - Manage office equipment, and ensure they are functional and maintained
 - Ensure the office environment is clean,organized, and well-maintained
 - Assist the HR team with pre/onboarding and basic employment matters for staff including processing visa applications
 - Coordinating with PR for the Trade license renewal,lease agreement renewal of the office.
 - Oversee the maintenance of the office,including coordinating repairs and ensuring compliance with the regulations.
 - Ensure the office complies with all health and safety regulations, including maintaining emergency procedures and safety equipment.

BESURE INSURANCE CONSULTANCY
Dubai
Jan 2016 - Nov 2020

Case And Claims Manager

LIFE LINE HOSPITAL
Dubai
Nov 2015 - Nov 2016

Executive Assistant to CCO

LIVIDUS PHARMACEUTICAL S PVT.LTD
Kerala
Apr 2012 - Apr 2015

Administrative Manager

EDUCATION

MG UNIVERSITY
Kerala
2011

- Master of Science**
 - Earned a Master's in Zoology, specializing in Medical Microbiology.
 - Represented the University at the prestigious 2010 National Seminar.

MG UNIVERSITY
Kerala
2009

Bachelor of Science