

# RAJEE NAIR

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## ▼ Personal Overview

An extremely conscientious and dedicated professional with 5+ years of experience and an impressive record of achievement with in all facets of HR, Administration and Business Operation Management. An eventful career studded with professional brilliance in leading entire gamut of functions involved in HR processes, administration, performance management, office management and documentation with demonstrated skills in relationship management and expertise in handling confidential information with top management. Ideal combination of managerial and analytical skills equipped with dynamic organizational skills and ability to thrive in a deadline intensive environment, perform under pressure and meet deadlines.

## ▼ Experience

**2017 November – 2020 February**

**Administrator & Receptionist • Al Shola Real Estate Brokers LLC. (Dubai - U.A.E)**

### Key areas of responsibility

- ] Answering telephone calls and if needed, directing callers to the appropriate personal.
- ] Creating Ejari for tenants in Ejari system.
- ] Renewing the DREC of the landlord.
- ] Preparing/ renewing the unified tenancy contract for the tenants.
- ] Welcoming visitors to the office and introducing them to the appropriate personal.
- ] Providing a range of reports depending on what is requested by the manager or sales associates.
- ] Preparing and E-mailing a report on weekly activities to agents.
- ] Updating listings.
- ] Distributing mails, faxes and overnight packages to the appropriate parties.
- ] Handled customer complaints over the phone for all of his Managed Properties.
- ] Handled and maintained an office inventory.
- ] Prepared monthly tenant billing.
- ] Tracked and managed monthly utility bills for all properties.
- ] Entered and processed to vendors and tenants.

**2015 November – 2017 July**

**Business Development Executive/ Receptionist and Administrator • OPTICAL Training Institute (Dubai- U.A.E)**

### Key areas of responsibility

- ] Identifying new sales via E-mail/Phone or walk-in enquires.
- ] Pitching the product (IELTS / TOEFL) to the customers.
- ] Maintaining good relationship with the existing customers.
- ] Carrying administrative duties such as filing, typing, copying, binding, scanning etc.
- ] Processing expenses sheets and invoices.
- ] Monitoring stationary levels and ordering office supplies.
- ] Covering the reception desk when required.
- ] Maintaining stationary and ordering office supplies.
- ] Handling sensitive information in a confidential manner.
- ] Taking accurate minutes of meeting.
- ] Coordinating office procedures.
- ] Maintain up-to-date employee leave records.
- ] Develop and update administrative system to make more efficient.

2012 October – 2014 October

**Customer Service Executive • J.D International (Mumbai - India)**

**Key areas of responsibility**

- ) Handling overseas shipment of Axis Bank.
- ) Handling dispatch of the shipment.
- ) Handling delivery of the shipment through telephonic and mailing process.
- ) Maintaining records of the shipment.
- ) Updating the delivery report on a daily basis.
- ) Handling queries via mail and telephonic conversation of customer as well as Axis Bank.
- ) Updating the records on the company software on a daily basic.

2011 August – 2012 April

**HR Recruiter • People Edge Management (Dubai- U.A.E)**

**Key areas of responsibility**

- ) Screening the candidates on a telephonic interview and short listing the candidates.
- ) Setting an appointment with the BPO HR and the candidate.
- ) Ensuring the candidate gets a standard job role and the standard salary.
- ) Grooming the candidates before the interview.
- ) Follow up with the HR and the candidate for the salary discussion and the joining date.
- ) Follow up with the candidate if he is satisfied with the job role promised by the company.

▼ **Education**

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- ) **Bachelor of Computer Application**  
**Dr. B.M.N College of Home Science , Mumbai – India**
- ) **Higher Secondary Certificate**  
**Atomic Energy Junior College, Mumbai – India**
- ) **Secondary School Certificate**  
**Atomic Energy Central School, Mumbai - India**

▼ **Personal Skills**

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- ) Reliable & strong in intermediation.
- ) Excellent verbal and written communication skills in English
- ) Willingness to learn from experts.
- ) Good observation and patience to learn things.
- ) Ability to complete works that assigned by the management with my all abilities

▼ **Personal Dossier**

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<b>Date of Birth</b>	:	15 <sup>th</sup> August 1987
<b>Sex</b>	:	Female
<b>Nationality</b>	:	Indian
<b>Language</b>	:	English, Malayalam, Hindi, Tamil
<b>Passport No.</b>	:	R4984842
<b>Visa Status</b>	:	Visit Visa

▼ **Personal Skills**

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I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

*Reference are available upon request*