



TABASSUM ABDUL MUJAWAR

Hyderabad – (INDIA)

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OBJECTIVE: Seeking a challenging career in an organization where innovation, quality and hard work are appreciated.

STRENGTHS & SKILLS:

- Ability to effectively interface with clients, vendors and internal personnel.
- Good PC skills & able to prepare reports and required document on MS Word and MS Excel

UAE EXPERIENCE:

- **Worked with NGI (National General Insurance) –** 2018 to 2019 As Business Development Executive (Sheikh Zayed branch – Dubai)
- **Worked with Phoenix Shipping LLC -** Nov 2017 –July 2018 As a Sales Coordinator
- **Worked as HR – Travellers Hotel Apartment (Al Barsha – Dubai) 2016**

Nature of Job:

- Scheduling appointments, Recruitment of the staff and Undertaking weekly Minute meetings.
 - Coordinate with the PRO and update the Visa Status of the Staff
 - Inspect each and every Department and rectify the issues
 - **Worked at an Educational Consultancy - BTEC as as Admin/Student Counsellor (Ghusais, Dubai-2012**
 - **Worked in Pristine Private School as an Admin for a year (Ghusais – DUBAI) – 2011**
- Nature of Job:**

- Respond to telephone & email enquiries
- Ensure all parents, children and guests are greeted promptly in person or on the phone and directed to the correct person or department..
- Maintain accurate attendance records.Assist the,Academic or Admissions staff.
- Ensuring any queries or complaints are directed to the appropriate person.Maintain the Despatch • Provide secretarial support to Academic staff if required.

- **Worked as an Asst Hr/Admn at Rawaat Construction LLC- Al Ghusais Dubai (2009 - 2011)**

Nature of Job:

- Assisting Hr with day to day routine work like drafting letters, as it was a construction & Interior LLC. Need to call all the site supervisors and take their daily work report.

INDIAN EXPERIENCE:

- **Worked at a CAD Institute, VR Best Software as an HR/Admn.** January 2015- March 2016
(Hyderabad, India)
- **Worked at Russells Spoken English Institute for two years as a Secretary & PRO to the Managing Director.** 2005 – 2007 (Hyderabad, India)
- **Worked at a Construction firm, Azanzubi Groups for six years as a Receptionist / Admin.** 1990 – 1996 (Hyderabad, India)

Nature of Job:

- Perform secretarial and Administrative duties such as typing reports and memos, drafting letters, checking emails as per given by the concern Officials.
- Handling routine enquiries, scheduling appointments and taking Messages
- Ordering & maintaining complete Office stationery.

QUALIFICATIONS:

- **S.S.C - St Josephs Convent High School. (Belgaum, Karnataka, India)** • **B.A from BR Ambedkar Univerysity (2 nd Year Discontinued)**

PERSONAL DETAILS (Passport, VISA & Driving License) :

Full Name : Tabassum .Abdul. Mujawar
 Nationality : Indian
 Marital Status : Married (Widow)
 Languages Known. : English & Hindi

PASSPORT / VISA & DRIVING LICENSE DETAILS:

Passport No : (K 7661656)
Date of Issue : 18-02-2013
Date of Expiry : 17-02-2023
Place of Issue : Hyderabad, India
Visa Status : Employment

Date of Issue : 25/02/2020
Date of Expiry : 24/02/2022
Driving Licence No : 1552786
DL Issued Date : 08/03/2010
DL Expiry Date : 08/03/2025
DL Place of Issue : DUBAI

PLACE: Dubai (United Arab Emirates)

Tabassum Abdul Mujawar