

NAJMA SHAIKH

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WORK EXPERIENCE

- **Cluster HR Coordinator, Radisson Blu Hotel and Park Inn by Radisson Yas Island, Abu Dhabi, Abudhabi, United Arab Emirates**(Oct 2015 to Nov 2020)
- **Procurement / Finance Assistant, Louis Berger Consulting Services LLC, Abu Dhabi, Abudhabi, United Arab Emirates**(Sep 2014 to Sep 2015)
- **HR / Admin Assistant, Feb 2010 –Aug 2014, YAS LINKS LLC, Abudhabi, United Arab Emirates**(Feb 2010 to Aug 2014)
- **Back office Assistant and Document Controller, GOLDEN EAGLE COMPUTERS & AL SHAHBA GEN. TRANSPORT (SISTER CO.), Abu Dhabi, Abudhabi, United Arab Emirates**(Dec 2008 to Jan 2010)
- **Team leader for back office, METICULOUS, , India**(Mar 2007 to Dec 2008)
- **Back office Supervisor, SAPTAGIRI CONSULTANTS – Andheri (Mumbai), Mumbai, India**(Jan 2005 to Feb 2007)

EDUCATIONAL BACKGROUND

- **, , Bcom, 2008,**

SKILLS

- **windows 2000. version 7.2.**
- **hardworking**
- **ms office**

PERSONAL BACKGROUND

° **Birthday:** - 1984-01-15