

SHABANA JUNAID

Mobile : +971 581737212 (UAE)
E-Mail : shabanajunaid777@gmail.com
Nationality : Indian
Current Location : Abu Dhabi, UAE
Availability : Immediately
Visa : UAE Resident Spouse Visa



OBJECTIVE:

To start my management or administration career by joining a well settled and highly professional organization and grab good career advancement through large efforts and innovative work techniques.

EDUCATIONAL QUALIFICATION:

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| • 2017: Master of Business Administration degree in Finance |
| From T.K.M College of Management , Kollam |
| Under University of Kerala, India |
| • 2016: Bachelor of Commerce in Computer Application |
| From Jyothi Niketan Women's College, Kollam |
| Under University of Kerala, India |
| • 2010: Higher Secondary Education (Plus Two) |
| From T.K.M Higher Secondary School, Kollam |
| Under Board of Kerala Government, India |
| • 2008: Secondary School Leaving Certificate (10th) |
| From St. Martins High School, Bangalore, Karnataka |
| Under Central Board of Secondary Education, India |

AREA OF INTEREST:

- HR and Upcoming/Available Positions
- Management / Administration / Coordinator / Controller
- Finance / Computer Applications / Recourses Department
- Back-Front Of Office Agent / Documentation
- Banking / Hospitality / Health Care / Public Services
- Secretary / Executive / Agent / Associate ➤ Relationship / Representative

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| PERSONAL DATA: Date of Birth: 13.Oct.1992 Age: 27 Years Sex: Female Nationality: Indian Marital Status: Married Spouse Name: Junaid Notice Period: Ready to Join Expecting Salary: As per the company standard wages Languages Known: English, Malayalam, Kannada, Tamil Current Status: Working as Payroll Officer & HR Assistant | EXPERIENCE: 1 Years One year experience in RAWAFED RECRUITMENT LLC, a member of Ahmed Almazrouei Group LLC. |
| MY STRENGTHS: <ul style="list-style-type: none"> ▪ Self Confidence ▪ Positive approach ▪ Adaptable to learn new things ▪ Ability to work in a team ▪ Leadership skill ▪ Problem solving skill | JOB DESCRIPTION <ul style="list-style-type: none"> • Collecting monthly employee timesheets. • Processes company's payroll every pay period. • Maintains payroll processing system and records by gathering, calculating and inputting data. • Answers staff questions about wages, deductions attendance and time records. • Receives and coordinates requests for leave and other absences. • Adheres to payroll policies and procedures and complies with relevant law. • Identifies, Investigates and resolves discrepancies in timesheet and payroll records. • Preparing letters upon employee request. • Preparing Offer Letter and Termination letter. • Hiring employee and updating salaries on ERP. • Calculating Bonuses and allowances and overtime according to the timesheets. • Preparing End Of Service Benefits as per UAE law for the Employees. • Ensuring all relevant documentation and information is forwarded to the PRO. • To assist PRO with the day to day activities on Visa process and other formalities. • Assists in the process of the application, issuance, renewal and cancellation of Visa and Labour card. |
| PASSPORT DETAILS: Passport Number: J9909824 Place of Issue: Trivandrum Date of Issue: 02/11/2011 Date of Expiry: 01/11/2021 | |
| UAE VISA: Resident HUSBAND SPONSOR VISA | |
| COMPUTER SKILLS: Operating Systems : Windows MS Office: Word, Excel, Power Point HTML Internet | PROFESSIONAL SKILLS <ul style="list-style-type: none"> ➤ Coordination & Sharing with Co-Staff to improve skills. ➤ Effective contributor beating deadline and targets. ➤ Analytical skills to follow logic of electronic circuits and interface with software. ➤ Good Leadership skills ➤ Strong communication, collaboration & team building skills with proficiency at grasping new technical concepts quickly and utilize the same in a productive manner. |
| Reference: Available on request. | |
| SHABANA JUNAID Abu Dhabi | I hereby declare above statements are true to the best of my knowledge. *For my other details & relevant documents kindly send me an invitation e-mail to my above given |