



SAMEENA T.P



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Al Qouz



PERSONAL PROFILE

To be associated with an organization which can provide me with dynamic work sphere to extract my internet skills as a professional, use and develop my attitude to Further the organization Objectives and also attend my carrier target in progress.



EDUCATION

MBA

EDP Training (Entrepreneurs Development Course)

Software Proficiency- MS Office, Tally



WORK EXPEREINCE

PUBLIC RELATION OFFICER

Free Lance, 1 Year

- Collect and give regular updates on all work and migration standards from the government offices to keep the HR office well informed for any changes in procedures and rules.
- Submit, follow-up and gather all new work and business visas to guarantee that the visas are handled and processed on time.
- Renew, update and keep up all workers and their dependents' visas and work contracts on time to guarantee that organization's records are date in the labour and Immigration Departments. Send notification to employees on required documents before their visa expires.
- Makes sure all business and trade Licenses are updated, follow-up official approvals and permits, to prevent unnecessary violations.
- Accurately prepare and process required legal documents like rent contract attestation in government agencies such as Ministry of Economic, Ministry of Finance, Customs, Court, Chamber of Commerce, Traffic Department and Municipality.
- When the need arises, represent the company at different offices like Airport Embassies, Police Station, Ministries/Municipalities and other government Departments
- Deal promptly and productively on general enquiries about PRO functions Assist the office in determining any issues identified with organization vehicle registration and renewals
- Acquire visas from different Embassies in UAE for staff members for business related travels
- Knowledgeable enough on the process of getting residency permits Etc..

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WORK EXPERIENCE

ACCOUNTS MANAGER

Texture text style lounge-Banglore India 2014-2018 (4 Years)

- Managing and overseeing the daily operations of the accounting department
- Monitoring and analysing accounting data and produce financial reports or statements
- Establishing and enforcing proper accounting methods, policies and principles
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ADMINISTRATIVE OFFICER

Power plastic LLC – JURF, AJMAN 06 MONTH

- Managing office supplies stock and placing orders
- Preparing regular financial and administrative reports
- Administration of company databases
- Maintain a company calendar and schedule appointments
- Prepare regular reports on expenses and office budgets
- Manage office supplies stock and place orders

SALES MANAGER

Zahrat Al Haya Electrical Trading LLC , Dubai – 1 Year

- Achieve growth and hit sales targets by successfully managing the sales team.
- Design and implement a strategic business plan that expands company's customer base and ensure it's strong presence.
- Own recruiting, objectives setting, coaching and performance monitoring of sales representatives.
- Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs.
- Present sales, revenue and expenses reports and realistic forecasts to the management team.
- Identify emerging markets and market shifts while being fully aware of new products and competition status.



PERSONAL INFORMATION

Gender	: Female	Passport No	: P2095706
Marital Status	: Married	Visa Status	: Employment Visa
Religion	: Islam		



PROFESSIONAL ATTRIBUTES

- A high standard of professionalism in my work
- The ability to remain calm and objective in all situations
- The ability to build a good relationship with customers and colleagues
- Able to work harmoniously as a team or individually.