

**Dear Employer,**

**Greetings**

I am a HR Coordinator Assistant /Specialist/Generalist with 6 years of experience. My duties include Employee Recruitment, Employee database management, Grievance handling, Induction, New Hire Training, Data Documentation and Processing employee visas & Medical Insurance/Group life policy insurance and Payroll.

I have excellent communication skills and commendable leadership skills and I thrive on providing the best service to employees through hard work and united team effort.

My updated profile is attached for your perusal.

**Thanking you in anticipation.**

**S.H. Farheen Jamal**  
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### **CAREER OBJECTIVE:**

A self-motivated individual, it is my ambition to reach the zenith of success, armed with my belief in the virtues of dedication and discipline. I am seeking a challenge role where I can leverage my professional experience.

### **PROFILE SUMMARY:**

- Good team player with interpersonal communication skills.
- Ability to gain quick insights into new and Pragmatic situations.
- Excellent analytical and problem solving skills.
- Time management and organization skills
- Multi-tasking skills.
- Computer proficient.

### **EDUCATIONAL QUALIFICATION**

- ❖ M.Sc. in **Child development and child nutrition** from **Justice Basheer Ahmed Sayeed College for Women**.
- ❖ B. Sc (**Food and Nutrition**) from **Anna Adarsh College for Women, Madras University** during the period of 2009-2012.
- ❖ Higher Secondary from **Fathima Basheer Matriculation Hr. Sec. School for Girls**, during the period of 2005-2007.

### **ADD-ON COURSES:**

- MONTESSORI.
- SPORT NUTRITION

### **INTERNSHIP:**

- Internship on **Advance Dietetics** at **Sri Ramachandra Medical University**.
- Internship on **Birth Process and Birth Injuries and Importance of Maternal Nutrition** at **C.S.I Kalyani Multi Specialty Hospital Chennai**.

## **PROFESSIONAL EXPERIENCE:**

- ❖ Worked as a **HR Co - Ordinator Assistant cum Admin Accounts at Al Jaber Group, Dubai - UAE** from 2<sup>nd</sup> April 2017 to 31<sup>st</sup> January 2021.

### **Responsibilities as a HR Co - Ordinator Assistant:**

- Providing information to job aspirants regarding HR procedures and Policies.
- Issuing employment offer letters & contracts to new employees.
- Preparing & issuing documents for staff medical tests and Emirates IDs for applying visa.
- Medical Insurance Addition & Deletion (Endorsement).
- Medical Insurance Renewal.
- Workmen Compensation/Employer's Liability Insurance (group life policy – insurance).
- Payroll Account openings & Account Updating for employees.
- Updating KYC for the staff after Visa renewal.
- Scrutinizing employee records are accurate and well maintained.
- Maintaining employee's personnel files.
- Updating manual and electronic personnel records.
- Authorizing and issuing Pay-Slips, Salary Certificates & Employment Certificates to the employees.
- Processing employee relieving formalities.

### **Responsibilities as an Admin:**

- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Supervise administrative staff and divide responsibilities to ensure performance.
- Manage agendas/travel arrangements/appointments etc. for the upper management.
- Preparing approval letters & Permit pass to the staffs.
- Manage phone calls and correspondence (e-mail, letters, packages etc.).
- Support budgeting and bookkeeping procedures.
- Create and update records and databases with personnel, financial and other data.
- Track stocks of office supplies and place orders when necessary.
- Submit timely reports and prepare presentations/proposals as assigned.
- Preparing weekly & monthly shop's sales report.
- Preparing Warehouse stock report on monthly basis.
- Confirming online orders on Noon & Souq.com & preparing online sales report.
- Preparing Invoices for the online orders.

### **Responsibilities as an Accountant in Real Estate & Logistics Dept:**

- Receiving & depositing cheque/Cash from tenants.
- Preparing the invoice & receipts.
- Maintain the record of Ejari and other property details.
- Sending and receiving shipments for logistics department.
- Preparing Invoice for the shipment.
- Maintain shipment records/invoice/receipt.

- ❖ Worked as a **Specialist HR** at **Sutherland Global Services – India**, from 12<sup>th</sup> Jul 2015 to 6<sup>th</sup> Jan 2017.

**Responsibilities as a HR Specialist:**

- Screening CVs for the required vacant positions from all available sources online, walk in, and referrals.
- Training the new hires on process.
- Conducting New Hire Orientation and session to new joiners. (Attendance policy, Leave Policy, PF and ESIC).
- Updating attendance before Payroll closure date.
- Maintain attendance of the employees on a daily basis.
- Preparing Overtime data for the employees.
- Maintaining payroll for all the employees.
- Attending to queries related to salary.
- Updating the settlement status of the ex- employees.
- Counseling employees on routine and non-routine inquiries on policies, procedures, benefits and issues.
- Providing Certificate of Employment for employees.
- Employee database management.
- Achieve the service level agreement and review the transactions with the respective stakeholders. Educate new hires on HR policies during the New Hire Orientation program.

**Personal Details**

Name : S.H. Farheen Jamal  
Nationality : Indian  
Residential Address : Dubai, UAE  
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Email ID : farheenjamal194@gmail.com  
Language Knowledge : English, Urdu, Hindi (Expert)  
Tamil (Intermediate).

I hereby acknowledge that the above information is true to the best of my knowledge.