

**SOFIYA HASIN**

DUBAI, International City

Visa Status: On Visit

Cell No: +971-528550612

Email: sofiya.sheikh@gmail.com

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**CAREER OBJECTIVE**

To work, learn and grow with an organization of repute and seeking a challenging profile that offers the opportunity to explore new avenues in the corporate world by utilizing my domain knowledge to the best of my abilities.

**Employment History**

**Total Professional Experience:** 6 Years, India

**August 2019– December 2022**

**Organization:** Maulana Azad Education Foundation (Under Ministry of Minority Affairs)

**Designation:** Project Assistant (as a outsourcing staff of Indexia Group).

**Work Responsibility Entails-**

- Implementing the project
- Making noting and letter drafting for execution the project
- Generated MIS Report
- Prepared documentation of each PIA (project implement agency) provide job oriented/ technical training courses are Provided by PIAs
- Verified the student details through calling and maintained the database of them

**July 2017 – June 2018**

**Organization:** NAB India Centre

**Designation:** Office Assistant

**Work Responsibility Entails-**

- **Stocks& Inventory Management** -Maintained stocks(physically and making database of it).
- **Letter Drafting-** Letter making for cash, cheque& in kind (food, grocery etc) donation
- **Accounts Related-a)** Made Vouchers, Invoices & Receipts for donation
- **MIS Generation for Stocks**
- **Courier Handling & Other Documentation Work**

**June 2016 – May 2017**

**Organization:** Arun Foundation, New Delhi

**Designation:** MIS Officer cum Data Entry Operator

**Work Responsibility Entails-**

This is divided as a component wise which relates to project as below:

- **Health:** Generated MIS for different type of diseases and child Immunization based on Medical Terminology and analyzing of the MIS
- **Child Safety:** Making database of homeless people and monthly MIS Reporting
- **Entitlement & Basic Needs Bank:** Worked for vulnerable and homeless people like maintained

database of entitlement (Voter Card, Pan Card) & basic needs etc.

#### July 2013 – June 2014

**Organization:** VARANASI WELFARE FOUNDATION

**Designation:** Admin Assistant

##### Work Responsibility Entails-

- Maintained attendance and leave record of staff
- Made invoice and vouchers and other documentation work
- Maintained physical stock and manually entry of stock in register
- Maintained monthly leave application and filed the documentation of employees

#### June 2012 – Aug 2012

**Organization:** Arpana Foundation

**Designation:** HR Admin Assistant

##### Work Responsibility Entails-

- Maintained attendance and leave record of staff
- Maintained physical stock and stock register
- Maintained monthly leave application
- Maintained petty cash register
- Making vouchers & Other documentation work

#### Feb 2011 – April 2011

**Organization:** SAATHI Foundation

**Designation:** Office Assistant

##### Work Responsibility Entails-

- Mail & correspondence with head office & other cluster
- Prepared case history of homeless children
- Prepared monthly, Six-Monthly Report
- Maintained office files, register, courier & vendor handling

#### **Professional Qualifications**

|              |                                  |      |
|--------------|----------------------------------|------|
| M.B.A.(H.R.) | : Sikkim Manipal University-     | 2008 |
| B.A. (Hons.) | : Banaras Hindu University-      | 2005 |
| Intermediate | : Kasturba Balika Inter College- | 2001 |
| High school  | : Kasturba Balika Inter College- | 1999 |
| Courses      | : MS Office & Advance Excel      |      |

## PERSONAL DETAILS

**Date of Birth** : September 15, 1984  
**Nationality** : Indian  
**Sex** : Female  
**Marital Status** : Single  
**Languages Known** : English, Hindi and Urdu  
**Personal Strength** : Personal Motivation, Enthusiasm  
**Reasons for a change** : Professional growth, Better Salary Package. Learning new.  
**Hobbies** : Net surfing, Listening to music  
**Contact No.** : 971-528550612  
**Email** : Sofiya.sheikh@gmail.com  
**Reference** : Available on request

## DECLARATION

I hereby declare that the above mentioned details are true and correct to the best of my knowledge.

**Sofiya Hasin**