

SABA FATHIMA

Human Resource Management



Al Barsha 1 , Dubai



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PROFILE

Keen to work with a leading and esteemed organization offering opportunities for utilizing my skills towards the growth of the organization thereby in the long turn and taking great responsibilities with the organization with co-operation and co-ordination.

EDUCATION

Academic Qualification

Bachelors in commerce

St. Agnes College/India/ 2017-2019

Additional Qualifications

Excel MS Windows, MS PowerPoint etc.

SKILLS

An eye for detail
Developing standards
Problem solving
Managing processes
Reporting Skills
Staffing

Critical thinking
Communication Skills
Time management
Passion for learning
Creative Ideas

EXPERIENCE

2019

HUMAN RESOURCE MANAGEMENT

Heaven Bridge/ Mangalore/ India / 0-3 months

Based on the data entry project

- Organizing, arranging, and coordinating meetings.
- Answering and dealing with incoming and outgoing calls, emails, and letters.
- Prepare regular reports on expenses and office budget.
- Prepare PO and RFQ.
- Arrange travel and accommodation.
- Prepare reports on staff payments.
- Maintaining computer and manual filing system for important and confidential company documents.
- Managing office supplies stock and placing orders.
- Maintain up-to-date employee holiday records.
- Handling vouchers. Following with parties for bills and payments.
- Greet and assist visitors to the office.
- Payment follow up.

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EXPERIENCE

2020

OFFICE ADMIN/ CUSTOMER SERVICE/ HUMAN RESOURCE MANAGEMENT

Atelier Designs / Valencia, Mangalore / India / 1-12 months
Imported textiles and kitchen Interior Designing

- Organizing, arranging, and coordinating meetings.
- Answering and dealing with incoming and outgoing calls, emails, and letters.
- Prepare regular reports on expenses and office budget.
- Prepare PO and RFQ.
- Arrange travel and accommodation.
- Prepare reports on staff payments.
- Maintaining computer and manual filing system for important and confidential company documents.
- Managing office supplies stock and placing orders.
- Maintain up-to-date employee holiday records.
- Handling vouchers. Following with parties for bills and payments.
- Preparing Quotations
- Handling overall office expenses
- Maintaining and providing staffs with needful
- Assist the owner and handle meetings
- Greet and assist visitors to the office.
- Payment follow up.

REFERENCES



Bicycle



Travelling



Music



Video

ACHIEVEMENTS

- Saving time, e.g., suggesting a new timesaving
- Developing an idea your employer acted on
- Launching new products, projects or initiatives

REFERENCES

Available on request

Personal Details

DOB: - 31/10/1998

Place: Mangalore/ India

LANGUAGE SPOKEN

English / fluent

Hindi

Urdu

Kannada