



**GRACE JOY**

**OBJECTIVE:**

To seek a dynamic and challenging career in an organization for making positive contribution towards the organization, and to find an environment where I could materialize my knowledge and interpersonal skills to help promote your corporate mission and exceed team goals. Also to accept any position on which I am qualified that provides opportunity for healthy learning and additional training.

**CONTACT:**

Phone:  
+971 54 343 2846

Location:  
Sharjah – U.A.E

EMAIL:  
gracejolly48@hotmail.com

**SUMMARY OF QUALIFICATION**

Extremely motivated and passionate in whatever I choose to do. Strong interpersonal and communication skills and know-how to handle and deal with different kinds of people and circumstances. Equally effective working independently and in cooperation with others.

**EDUCATION**

**SBS SWISS BUSINESS SCHOOL**

MBA major International Management  
(March 2017-October 2018)

**SBS SWISS BUSINESS SCHOOL**

BBA major International Management  
(September 2014-October 2016)

**SHARJAH BRITISH SCHOOL**

High School AS LEVEL (2011-2012)

**SHARJAH BRITISH SCHOOL**

High School O Level (2010-2011)

**WORK EXPERIENCE**

**D Company HR Solutions – (16th May 2021 – Present) – HR Executive**

**Plum Information Technology Network Services – (29th April 2021-Present) -Data Processing**

**Algebra Online Projects (Part Time) – (11th March 2021 – 22 April 2021) – Data Entry Operator**

**M-HQ, Dubai (5th August 2018 – 31st October 2019)Data and Design as an intern**  
Microgen

- Creating sheets such as Company, Individuals, Trust, Foundation and Entity Association.
- Creating workflows in the system
- Creating roles in the system
- Creating Timesheets
- Monthly Reports

**ViewPoint**

- Creating sheets such as Company, Individuals and Entity Association.
- Uploading the data into the system.
- Time sheet updates
- Monthly Reports

**Marketing:**

- Creating Mail Chimp alerts
- LinkedIn posts
- Updating and Creating PowerPoint presentation according to the information given
- Uploading documents in the intranet
- Fact sheets
- Assisting the graphic designer

**Finance:**

- Workflow sheets
- Time Sheets

### **Relationship Management (RM) as an Intern**

- ☐ Creating proposals, slide decks and charts
- ☐ Creating Project Management Sheets (PMS) for each client
- ☐ Compliance on-boarding such as
  - World Check – passports and companies,
  - Google search – research on clients and their companies they are linked,
  - Risk Assessment Form (RAF)
  - Fact Find forms
- ☐ Communicating with authorities for information or details
- ☐ Segregation of folders for each client
- ☐ Creating Leads in workflows

### **Data Entry as an Intern**

- ☐ Preparing source data for computer entry by compiling and sorting information.
- ☐ Maintains data entry requirements by following data program techniques and procedures.
- ☐ Verify entered customer and account data by reviewing, correcting, deleting, or reentering data.
- ☐ Secures information by completing data base backups.
- ☐ Maintains operations by following policies and procedures; reporting needed changes.
- ☐ Maintaining customer confidence and protects operations by keeping information confidential.

### **Dubai International Writers Center, Dubai (3rd August 2015 – 26th August 2015)**

#### **Administration as Intern**

Tasks:

Excel Sheet:

- ☐ Calendar for this year and next year's upcoming events
- ☐ Did a research on the authors: biography, awards, etc.
- ☐ Book Fairs
- ☐ Publishers
- ☐ Arabic Authors
- ☐ Feedback Forms
- ☐ Attending, receiving, transferring, calls from clients to the concerned person
- ☐ Sending and receiving mails from clients.
- ☐ Photocopying, scanning and printing documents
- ☐ Maintaining records, filing systems and computer files

### **Hilton Ras Al Khaimah Resort and Spa, RAK (2nd November 2014 - 15th January 2015)**

#### **IT Department as Intern**

Tasks:

- Software Inventory
- Onq Insider Uses Deletion
- Back-up Logs Entry
- Updating daily reports for servers
- Changed cartridges for daily purpose

## SKILLS

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### LINGUISTIC SKILLS

- ☐ Languages known: English, Malayalam and Hindi

### COMPUTER SKILLS

- ☐ MS Word/MS PowerPoint/MS Excel/MS Office
  - ☐ Workflow Max/Zero
  - ☐ Viewpoint
  - ☐ Microgen
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### PERSONAL PROFILE

- ☐ Name: Grace Varghese Joy
- ☐ Nationality: Indian
- ☐ Date of Birth: 20/06/1993
- ☐ Visa Status: Visit Visa – till 26/06/2021
- ☐ Marital Status: Single