



Name: Linta K John
Phone Number: +971-554623939
Email:
lintz248@gmail.com
Address: Dubai, UAE.

Visa Status: Resident Visa
Notice period: 30 days
Valid UAE driving license

Skill set:

- Time Management
- Organizational skills
- Schedule management
- Team skills

Technical skills:

- Microsoft office
- Oracle ERP
- Tally ERP 9

Personal Data:

Date of Birth : 24-08-1996
Nationality : Indian
Marital Status : Single
Language Known : English, Hindi, Malayalam

References can be provided upon request.

Professional objective:

Self-motivated and highly organized professional with 3 years of progressive experience in HR/Admin roles providing executive support and administrative assistance to superiors efficiently and effortlessly. Open to take up challenging tasks, which provide learning opportunities to acquire knowledge, skills, and expertise to implement ideas efficiently and effectively and serve the company in the best possible way. Seeking for a position in an environment where I can utilize my experience and my knowledge to add value to an organization.

Professional expertise:

Company: Baosteel Middle East FZE, Dubai

Position: **HR Coordinator cum Admin**

Duration: 30.12.2019 till present

- Handling all JAFZA works-registration & attestation of documents, submission of annual financial report, submission & collection of documents.
- Handling visa related works-including new applications, renewal, followed by medical and Emirates ID application & EID collection and cancellation for all employees.
- Handling insurance-medical & travel insurance for employees, other office insurance including workmen, third-party, commercial liability etc.
- Renewal of company licenses- Trade license and Dubai Chamber of Commerce.
- Maintaining records of company vehicle maintenance and renewal.
- Resourcing, screening, conducting personal & telephonic interview of candidates.
- Preparing offer letter, job description, training and completing joining formalities.
- Maintain monthly employee records, attendance, leave records & payroll verification.
- Travel arrangement for sales team to various countries including document preparation for visa, flight, hotel as required.
- Handle other works-courier booking, order office supplies & stationery.
- Attestation of various documents & invoices from various Embassies, MOFAIC & Dubai Chamber.
- Drafting & submission of letter to banks, other departments, embassies etc.
- Office management and assist finance manager to prepare payment application, employee expense sheet and VAT filing.
- Support sales team with order management & project execution including ERP followed by maintaining project records.
- Assisting sales team to prepare documents & data's for various client including submission.
- Preparing and arranging documents for tenders/bid etc. if any.

Company: Smash Tours and Travels, Dubai

Position: **Intern (Admin & HR assistant)**

Time Period: 01.09.2019 to 01.12.2019

- Answer and direct phone calls.
- Provide information by answering questions and requests.
- Organize and schedule meetings and appointments.
- Maintain contact lists.
- Order office supplies.

Academic details:

Course: Master in Business Administration - Human Resource & Marketing
University: Bangalore University
Year: 2017-2019

Course: Bachelor in Business Administration –Marketing
University: Bangalore University
Year: 2014-2017

Graduation projects:

- **Title:** A study on effectiveness on existing performance appraisal system
Company Name: Voltas.ltd, Kerala, India

- **Title:** A study on marketing strategies at Sowbhagya Traders
Company Name: Sowbhagya Traders, Bangalore, India

- **Title:** A study on brand loyalty towards Bajaj Bikes
Company Name: SLN Motors, Bangalore, India

Certification & achievement:

- Certified on Extra Edge programme with Diploma on Digital Marketing.

Declaration:

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

Yours faithfully,
Linta K John.