



SANAH SADIQ

HR MANAGEMENT &
ADMINISTRATION SPECIALIST

KEY SKILLS

- ✓ Employee Relations
- ✓ Performance Management
- ✓ Communication
- ✓ Customer Service
- ✓ Teamwork & Collaboration
- ✓ Scheduling
- ✓ Human Resource Information Software (HRIS)
- ✓ Microsoft Office Proficiency

CONTACT

- 📞 +971 559745818
- ✉️ sanahsadiq999@gmail.com
- 🏠 RASHIDIYA DUBAI, U.A.E.

PERSONAL INFO

BIRTHDATE : CHRISTMAS DAY, 1991
NATIONALITY: INDIAN
VISA STATUS : HUSBAND VISA
PASSPORT # : P1162652



ABOUT ME

Self-motivated professional with refined interpersonal and multitasking skills. Looking to join a progressive organization as an HR Executive / Assistant / Advisor to provide high-end administrative support in the effective management of human resource department. Coming with extensive knowledge of HR principles and ability to handle problems using outstanding organizational and time management skills.



EDUCATION

- **MBA** (Master's Degree specialized in *Human Resource*)
MG University, 2015
- **BBA** (Bachelor's Degree)
MG University, 2013
- **AISSCE** (Grade XII)
Central Board of Secondary Education (CBSE), 2010



EXPERIENCE (3 YEARS IN UAE & INDIA)

- **PRIME TECHNOLOGY LLC**, DUBAI, U.A.E.
HR ASSISTANT, JULY 2016 – JAN 2018



- **JEWEL HOMES PVT. LTD.**, KERALA, INDIA
HR ASSISTANT, APR 2015 – MAR 2016



JOB RESPONSIBILITIES

- Coordinate all administrative and business functions and make sure they are completed without any delay.
- Submits employee data reports by assembling, preparing, and analysing data.
- Maintains employee information by entering and updating employment and status-change data.
- Provides payroll information by collecting time and attendance records.
- Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies.

HOBBIES



COOKING



READING



MOVIES

STRENGTHS

- ✓ INTEGRITY
- ✓ TRUST
- ✓ SELF-CONFIDENCE
- ✓ PATIENCE

- Maintains employee confidence and protects operations by keeping human resource information confidential.
- Maintains quality service by following organization standards.
- Maintenance of the HR Records and Systems
- Developing reports for Senior HR officers on staff sick leave, absences, and holiday leave.
- Screening phone calls, emails, letters and personal visits.
- Providing professional advisory support to company employees.



AWARDS & ACHIEVEMENTS

- Leadership Award in MBA
- Participated and team leader of Business outfit in Jai Bharath School of Management Studies
- Coordinator of MBA – Kerala, India
- Award Winner for the "Study on the Employee Welfare Measures"



PROJECT PROFILE

- BBA Main Project at Hindustan Machine and Tools (HMT), Kerala
- MBA Mid-Semester Project at Sree Shakti Paper Mill Limited, Kerala
- MBA Main Project at Transformers and Electricals Kerala Limited (TELK), Kerala.