**FathimaShabeer**



**Sharjah, United Arab Emirates**

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**Objective**

Seeking a challenging position in **HR & Administration**with a reputed organization where my education & experience will have positive contribution.

**Profile Summary**

* An HR &Administration professional with 4 years of impressive track record in UAE
* Keen to learn and implement new methods and strategies with proven results
* A team player, always result oriented, fast learner and excellent written / oral communication skills.
* Analyzing problems and solutions, Able to meet Deadlines, Work under pressure, Implement Decisions and forcing policies, Team Player, Ability to build relationship.
* Prioritization of work and perfect time management.
* Expert in interdepartmental liaison and coordination.
* Faultless maintenance of reminders and follow-up systems
* Have experience in handling a large number of staff & employees.
* Skilful in diagnosing, understanding & handling employees’ needs or wants and resolving their issues with ease.
* Excellent spoken & written communication skills in English.
* Possesses excellent organizational skills and can work well independently.

**Job Profile**

**Dar Al Khaleej Publication, Sharjah, UAE.(Mar 2012– 2015)**

**Designation: Administration**

**The Gulf Today** is an English-language daily newspaper based in the [United Arab Emirates](http://en.wikipedia.org/wiki/United_Arab_Emirates). The newspaper was launched on April 15, 1996, by brothers [TaryamOmranTaryam](http://en.wikipedia.org/wiki/Taryam_Omran_Taryam) and [Dr. Abdullah OmranTaryam](http://en.wikipedia.org/w/index.php?title=Dr._Abdullah_Omran_Taryam&action=edit&redlink=1) owners of [Dar Al Khaleej for Press, Printing & Publishing](http://en.wikipedia.org/wiki/Dar_Al_Khaleej). The Dar Al Khaleej group also brings out Al Khaleej, the largest-selling Arabic daily broadsheet newspaper in the Gulf region.

* Involved in active co-ordination and worked as an admin for the Classifieds section.
* Co-ordinating with the sales team to achieve their targets
* Designing Media Plans for Customers as per their Budgets and requirements Quotations/Proposals etc,
* Office management- monitoring day to day operations
* Analysis and preparation of daily, monthly and annual Revenue recording systems.
* Prepares reports, presentations, memorandums, proposals and correspondence
* Schedules appointments and meetings for executives and upper level staff
* Assists office staff in maintaining files and databases.
* Serves as the go-to for office inquiries and conflicts
* Manages staff schedules
* Tracks office supply inventory and approves supply orders
* Assists in the preparation of department budgets and expenses
* Independent correspondence which includes preparing of internal office memos and emails.

**City Pharmacy in Sharjah, UAE (Mar 2010–Feb 2012)**

**(B/Braun Melsungen AG – 34209 Germany)**

**Designation:HR &Administration**

* Wholly responsible for day to day Operations, Recruitment Operations and HR Administration
* Responsible in drafting offer letters, appointment letters, confirmation letters, relieving letter and experience letters.
* As per Enquiries preparing Quotations and LPO s.
* Maintain all correspondence records of clients for further processing.
* Responsible in ensuring company’s customer / clients receive an adequate level of service or help with their questions and concerns.
* Interact with customers / clients to provide information in response to inquiries about the services and to handle and resolve complaints.
* Greeting visitors and directing them to the appropriate project staff member and extend hospitality to the visitors and staff
* Ensures messages are communicated effectively and jotted down correctly.
* Performs other relevant duties as assigned by the Director.
* Prepared job descriptions; employee specifications etc.
* Managed salary, payroll, staffing, health care, employee counseling and training.
* Provided support in interviews, placed advertisements, arranged preliminary interviews and prepared contracts for newly hired employees.
* Taking Care of employee database with regard to their date of appointment, address, telephone No’s, references, employee dept, code No, PF No, ESI No, skill sets and other personal details.
* Conduct exit interview to identify reasons for employee resignation. Analyze & update the reports using the exit interview feedback forms and suggest the changes for improvement.
* Monitoring relieving procedures and settlement considering exit interview forms, No-due certificates and the amount due from the employee.
* Manage employee counseling, personal issues and grievance handling.
* Implementing retention policies to reduce attrition and improve employee performance levels, career growth, through proper teamwork, incentives, professional work environment, training, counseling and respecting employee values.
* Preparing Final settlement, Gratuity, Leave salary and all employee benefits.
* Handling all leave applications (Earned leave, sick leave maternity leave etc).
* Distributing appraisal forms, taking feedbacks from appraises and assessing performance levels using rating scales and ranking methods.

**Educational Profile**

* Computer Science & Engineering (B.Tech), Regional EngineeringCollage,University of Rajasthan, India (2009)
* Graduate Diploma in Computer Application, India

**Computer Skills**

* Well-Conversant and proficient in **Microsoft office** (MS-Word, MS-PowPt, MS-Excel) Outlook, Photo Shop, Internet & Email.
* Well known Operating Systems like Windows 98/2000/ XP.
* Programming languages: **C,C++,JAVA**

**Personal Information**

Date of Birth : 29.05.1986

Nationality : Indian

Sex : Female

Status : Married

**Languages : English, Hindi, Malayalam & Tamil**

Visa Status : Husband Visa