

# SUNISHA SULAIMAN

## HR Assistant

A professionally qualified, with more than 6years of work experience in UAE.

Having proven ability to assess and manage complex obstacles. started as an accountant presently working as hr assistant, rose up only with my hard work. proven track records from the previously employed companies.

- Experience in all works associated with residency and labour card.
- Experienced in accounting jobs and employee salary-related works.
- Key skills include good communication in different languages.

## Education

### Bachelor of Commerce, University of Calicut

PALAKKAD, KERALA | 2007-2010

### Higher Secondary Education, Central Board of Secondary Education

PALAKKAD, KERALA | 2006-2007

### Secondary Education, Board of Secondary Education Kerala

PALAKKAD, KERALA | 2004-2005

## Technical Skills

Microsoft Office Certification

DIFA (Diploma in Indian & Foreign Accounting) —G TEC EDUCATION

## Employment History

### HR Assistant | Britcon Group of Companies, Dubai

Dubai | 2018 September- 2021 August

- All activities related to immigration and its associated work.
- All activities associated with the labour Department like typing, employee card renewal. etc.
- Time sheets updating, salary updating, invoice making.



## INFO

### ADDRESS

Muweilah, Sharjah - UNITED ARAB EMIRATES.

### PHONE

+971-55-9189255

### EMAIL

[sunishasulaiman29@gmail.com](mailto:sunishasulaiman29@gmail.com)

### BIRTH DATE

29-11-1988

### NATIONALITY

INDIAN

PASSPORT —T4377936

### VISA STATUS

Dependent VISA

### DRIVING LICENCE

YES-4 Yrs

## **Customer Services | Pure Health**

Temporary | 3 Months (2021)

- Data Entry, Swab Collection, Customer Services.

## **Administrative Assistant cum Typist | Al Majaz Documents Clearing L.L.C.**

Dubai | 2017-October-2018 February

- Handling all activities related to customer requirements and inquiries regarding document clearing.
- Preparation and modification of documents related to memos, reports, emails.
- Typing works related to medical, VISA, Emirates ID.
- Coordination of meetings and scheduling appointments.
- Handling Administrative issues regarding works.

## **Export Coordinator | Green Belt Group of Company**

Dubai | 2015-march – 2016-December

- Complete coordination with exporting company customers like the introduction of my company, schedule meeting, agreement creation, price list sharing, follow-ups...etc.
- Identifying potential customers in UAE& other GCC countries.
- coordinating with BDM regarding the current market and updating with parties within the timeline.
- Confirmation of approvals, Preparing PLs, informing the shipment process, preparation of exporting documents, tracking the shipment, follow-up for payments.
- Database managing and keeping healthy relationships with customers and colleagues.

## **Accountant | Success International L.L.C Trading**

Dubai | 2011-December – 2014- December

- Done all the responsibilities and jobs associated with an Accountant.
- Preparing and verifying daily reports, a daily journal entry.
- Maintaining sales receipts, sales return, purchase, and purchase returns.
- Maintaining bank-related works, third-party communications.
- Preparation of balance sheet schedules, compiling monthly reports.