



Ushas Jijo
Sharjah – United Arab Emirates.
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Professional Experience of total 9 years

New Medical Center (NMC Trading)

HR Executive (2009 to 2011)

- Conducting employee orientation and facilitating newcomers joining formalities
- Maintain **files** and records with effective filing systems
- Handling insurance-related issues
- Preparing letters such as offer and confirmation.
- Preparing and submitting all relevant HR letters/ documents/ certificates as per the requirement of employees in consultation with the management
- Recording, maintaining and monitoring attendance.

Sales Coordinator (2011 TO 2013)

Worked in pharma and scientific

- Coordinating the sales team by managing schedules, filing important documents and communicating relevant information
- Assist in the preparation and organizing of promotional material or events
- Handle the processing of all orders with accuracy and timeliness
- Collecting DSR from sales executives and coordinating with Managers.
- Handle 27 sales executives by coordinating their activities in Pharma and scientific Department
- Arranging sales Meetings
- Making quotation for Hospitals

- closely with the Sales team to assess the progress of the department and develop Sales strategy accordingly
- Sending Daily, Weekly, and Monthly sales reports to Supervisors, Managers.
- Updating Daily Attendance.
- Monitoring Sales team by checking their Daily sales report, salik details.
- Creating schedules for sales teams

Secretary to Exec. Vice President (2013 TO 2016)

- Reviewing resumes and applications
- Conducting first round of telephonic interview for the candidates to schedule interviews
- Conducting recruitment interviews and providing the necessary inputs during the hiring process
- File and retrieve corporate documents, records, and reports.
- Prepare agendas and make arrangements for committee, board, and other meetings.
- Compile, transcribe, and distribute minutes of meetings.
- Attend meetings in order to record minutes
- Prepare invoices, Local Purchase orders and foreign Purchase orders, letters, financial statements and other documents, using word processing, spreadsheet, and database. Schedule meetings and arrange conference rooms (additional responsibilities entrusted)
- Alert manager about cancelations or new meetings.
- Manage travel and schedule.
- Handle information requests.
- Prepare correspondence and stuff mail into envelopes.
- Plans events and volunteer activities.
- Maintain office procedures.
- Reviewing resumes and applications.
- Conducting recruitment interviews and providing the necessary inputs during the hiring process.

Convergence Management Consultants (2016 TO 2018).

HR Executive Secretary

- Complete coordination on HR activities.
- Market Audit compilation,
- Additional responsibilities were taken to visit market in the evening to check the Beauty Advisors activities both in Dubai & NE.

STRENGTH

- Very Good knowledge about UAE Markets and routes

- Ability to type at least 40 words per minute.
- Strong knowledge of Microsoft Office applications, such as PowerPoint and Excel.
- Possessing UAE Driving license and car.
- Very good Knowledge about making reports.

ACCADEMIC QUALIFICATION

Master of Business Administration (MBA – Marketing & Finance) Not Completed

Bachelor of Arts - (BA Economics)

PERSONAL PROFILE

Name	:	Ushas Jijo
Nationality	:	Indian
Date of birth	:	27 th November 1988
Marital Status	:	Married
Driving licence		Holding UAE Driving licence and Car

I hereby declare that, informations mentioned above are best to my knowledge & belief.

I assure you of my best efficiency if given a chance to serve your esteemed organization.