

# Ashwini Nair

Dubai

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A competent professional with 2 years of experience in Human Resource, Office Administration, Counseling, Training and Development, Coordination, Documentation and Reporting

## Work Experience

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### **Assistant Director (Documentation)**

Directorate of Medical & Health Services - Dubai

August 2016 to August 2018

Key Result Areas:

- ❖ Administering all documentation and administrative work
- ❖ Expert in recruiting the people, according to the organization policy
- ❖ Available for employees at all level to advise, counsel and assist with problems or queries
- ❖ Ensure appraisals are carried out for every employee at least every year and review all appraisals and follow up on development needs.
- ❖ Make the Coordination with various departments
- ❖ Ensuring that everything is smooth in operations at site & providing effective support to team
- ❖ Performing maintenance of reports and other relevant documents
- ❖ Encourage a good standard of employee conduct and behavior and coordinate disciplinary procedure when necessary
- ❖ Assisting the state in developing and maintaining a documentation unit with background material relevant for health system policy and planning, monitoring and evaluation
- ❖ Helping the consultants of the department in procuring documents required for their area of responsibility Undertaking such other assignments, which may be assigned from time-to-time
- ❖ Managing administrative work with multiple projects at sites in various locations; ensuring effective payroll control through flexible workforce and maximizing utilization of efforts
- ❖ Executing regular documentation work; managing patient problems and attending meeting for the improvement and implementation of new inputs
- ❖ Preparing success stories, magazine and annual reports
- ❖ Aligning architecture to business strategy in order to deliver structured, efficient, sustainable and adaptable IT solutions in line with the business needs
- ❖ Maintaining systems for document storage and retrieval, and assisting in training the employees on efficient system usage; responsible for document security, assigning access, for removing and destroying obsolete

## Education

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**Diploma in Social in Social**

Pune University

2014 to 2016

**Post Graduation Diploma in Social Work in Social Work**

S.N.DT Women's University - Mumbai, Maharashtra

2016

**B.Com. in Directorate of Medical**

S.S.R College of Arts Commerce and Science - Pune, Maharashtra

2014

**B.Com.**

S.S.R College

Health Services (State

Women's University - Mumbai, Maharashtra

## Skills

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Documentation (5 years), Excel (Less than 1 year), Highly organized (Less than 1 year), MS Office (Less than 1 year), PowerPoint (Less than 1 year)

## Additional Information

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**Core Competencies**

Skilled in ensuring complete secrecy in managing confidential Documentation documents, and managing document recovery

Proficient in maintaining the integrity of working documents and updating Administration documentation as per revisions

Capable in: Stakeholder / Relationship

- o Exploring organization vision for existing & new clients Management

- o Managing, organizing and prioritizing multiple tasks and meeting deadlines given by organization & clients

Cross-functional Coordination

Gained extensive exposure by working with Government of India and NGO's

Highly organized and process-oriented with an excellent oral and written Project Management Client communications skills to interact with all levels of an organization

Experience with the procedures, regulations and maximizing Management Security resources such as effective utilization of manpower, machinery and time management Management Document

Strong communication and listening skills with the capability to relate to people from different cultures and backgrounds; fair decision-making, Recovery Team Management problem-solving and writing skills

**IT Skills**

MS Office/Word/PowerPoint/Excel  
Internet Applications