****Heema Bajaj Khurana**

**Office Administrator**

**0557601772**

**Bebo.bajaj@gmail.com**

Dedicated and technically skilled Office Administrator with 10 years of total experience and 7 years of UAE experience in Admin/HR.

**SKILLS**

Experience working with C level Executives mainly Western nationals.

**Experience Working as Event Crew (Mother of the nation 2016/MARSH/Local wedding etc)**

Excellent verbal communications skills, including dealing with customers and client presentations.

Comfortable performing multiple roles, including helping accounts, Event operations & Assisting Project Managers.

Proficient in all Microsoft Office applications specially Excel/Computer savy

Knowledge of HR related software (FAX), Morpho manager & Finger egress(Temp check) newly installed during Covid

Ability to work in flexible schedules, including weekends and holidays, whenever necessary

**ACADEMIC**

Diploma in Human Resources NIBM, Delhi, India (2012)

BSC Graduate Ranchi University, India (2010)

**PROFESSIONAL EXPERIENCE**

**Company: AHI Carrier LLC, SAIF Zone, Sharjah**

**Office Administrator (June 2018 – June 2021)**

**Responsibilities**

* Responding to telephone, email, walk-in and website inquiries and forward to concerned teams.
* Managing office supplies (Stationery, Office supplies, tea coffee water etc)
* Greet and assist visitors
* Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
* Providing real-time scheduling support by booking conference rooms and preventing conflicts.
* Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations for visitors/guests/internal meeting
* Employee new joiner(Office access card/company sim/transport/accommodation/business card/HSE induction/Office induction)
* Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
* Booking shipments (Domestic & International – Packages & Documents)
* Managing Office boys and drivers to organize daily routine activities
* Send monthly payroll deduction to accounts(mobile bills/DHL/Leave deductions/HRA allowance)
* Ultimate responsibility to ensure the office is organized, presentable and tidy and is an environment where employees can work optimally
* Issuing/cancelling ADNOC/EPPCO fuel cards
* Managing maintenance and new projects related to AC, Electricity, Fire maintenance, plants, transport & catering
* Assisting HR team in compiling daily attendance reports, Temperature checks & Updating JD’s Org Charts
* Organizing company get together and parties
* Assisting Head HSE to conduct Annual ISO audit
* Certified Fire Marshal
* Certified HSE Representative(Annual Fire Drills/Monthly inspection first aid/Fire fighting eqipments)
* Renewing Company vehicles, updating salik tags and recording fines as per the mileage sheets

**Company: Evolution Events LLC**

**Office & Event Administrator (Dec 2013 – March 2018)**

**Responsibilities**

* Helping and Assisting the Managing Director in preparing reports and submitting them to meet the deadlines for the events
* To investigate and co-ordinate logistical arrangements required for a successful event, such as Crew transport, accommodation & time management.
* Arranging Trucks & Labors for the events.
* Organizing and assigning crew for Events and planning a time table for the Crew.
* Helping the Accounts team for submission of monthly DEWA/SEWA/ETISALAT bills.
* Preparing accreditation documents for the staff to access security checks on site
* Ordering and maintaining stationery and equipment
* Arranging travel and accommodation for staff or customers and other external contacts.
* Delegating tasks and accountabilities to several departments
* Organizing recruitment and placement of required staff.
* Assisting staff with routine HR related questions, serving as the first point of contact for employees to resolve the problems.
* Coordinating with the PRO for arranging Sharjah Visas.
* Tracking and organizing Visa renewals and arranging necessary paper work according to latest Sharjah Labor Laws.
* Updating and maintaining Staff files.
* Keeping records for Staff Casual and annual leaves.
* Tracking Attendance
* Booking Annual Air tickets for the Staff as per the budget assigned.
* Renewing Tenancy contract for the office and staff accommodation and maintaining records
* Renewing Company vehicles, updating salik tags and recording fines as per the mileage sheets
* Establishing work schedules and supervising several departments. Monitor and evaluate performance of different departments.

**PERSONAL INFORMATION**

**Nationality : Indian**

**Visa status : Visit Visa ( 10 Oct 2021)**

**Date of Birth : 18th February 1989**

**Marital Status : Married**

**Language Known : English, Hindi & Punjabi**