



POORNA SHARATH

Administrative / Human Resource Executive/ Personal Secretary/ Receptionist

More than 7 years of experience in Administration, Human Resource Executive/ Personal Secretary, HR functions handling individual and corporate clients and giving support to the operations.

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Dubai, UAE

WORK EXPERIENCE

HR Administrator, Secretary to Office Manager WCC, Zabeel Palace (SHEIKH HAMDAN PALACE)

11/2010 – 07/2023 Dubai, United Arab Emirates

Achievements/ Tasks

- Scheduling meetings & noting minutes of meeting for the different departments in the organization.
- Taking care of the daily office operations and employee daily schedules.
- Maintain executive's agenda and assist in planning appointments, board meetings, conferences etc. Attend meetings and keep minutes. Receive and screen phone calls and redirect them when appropriate
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.).
- Make travel arrangements for executives
- Handle confidential documents ensuring they remain secure. Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders
- Maintain electronic and paper records ensuring information is organized and easily accessible. Conduct research and prepare presentations or reports as assigned.
- Produced information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics. Welcome guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.
- Maintained customer confidence and protects operations by keeping information confidential. Completed projects by assigning work to clerical staff; following up on results.

Reception / HR Executive - WASWC Dubai Rulers SHP Court (SHEIKH HAMDAN PALACE)

10/2009 - 10/2010, Dubai, United Arab Emirates

- Advising on pay and other remuneration issues, including promotion and benefits;
- Undertaking regular salary reviews;
- Administering payroll and maintaining employee records;
- Dealing with grievances and implementing disciplinary procedures;
- Developing with line managers HR planning strategies which consider immediate and long-term staff requirements;

Receptionist / HR Coordinator/ Secretary

Al Rostamani Group L.L.C.

08/2006 - 12/2008, Dubai, United Arab Emirates

Achievements/3asks

- Prepared and edited correspondence, communications, presentations and other documents, design and maintain databases
- Filed and retrieved documents and reference materials
- Conducted researched, collected and analysed data to prepare reports and documents
- Managed and maintained executives' schedules, appointments and travel arrangements
- Arranged and co-ordinated meetings and events
- Recorded, transcribed and distributed minutes of meetings
- Monitored, screened, responded to and distribute incoming communications
- Looking into various client issues and reporting to the desired team.
- Preparing various monthly team targets.

SKILLS

Good in Written/ Oral Communication

MS Office

Interpersonal Abilities

Flexibility

Responsible

Planning/ Organizing

Teamwork

Management

Problem-Solving

EDUCATION

St. Agnes College

Bachelor of Science in Computer Science

06/2011 - 05/2013,

Mangalore, India

Aptech Computer Education

Diploma in Computer Science

01/2008 - 04/2011,

Mangalore, India

CERTIFICATIONS

Certified Logistics & Supply Chain Management Professional

Dubai, UAE

Zabeel Institute of Management & Technology

Completed training in Certificate Human Resource Professional United America

American Institute of Business & Management

Completed Certification in Human Resource and Recruitment United Kingdom

LANGUAGES

English

Full Professional Proficiency

Kannada

Native or Bilingual Proficiency

Hindi

Limited Working Proficiency

PERSONAL DETAILS

Date of Birth: 2nd December 76

Valid UAE Driving License

Nationality: Indian