


Tahera Fatima

EXECUTIVE ASSISTANT TO THE CEO/ DOCUMENT CONTROLLER/ HR OFFICER

SUMMARY

I would describe myself as a highly focused and ambitious individual, who approaches life with opportunity. I have a positive attitude towards work and approach all tasks enthusiastically and to the best of my ability. I would consider my greatest strengths to be my high level of communication skills, and my ability to adopt the situations efficiently.

CONTACT

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 **ADDRESS:**
Villa #36, Al Bateen
Abu Dhabi, United Arab Emirates.

PERSONAL DETAILS

Date of Birth : October 18, 1987
Nationality : Indian
Gender : Female
Visa Status : Personal
Sponsorship (Valid Until Aug 2022)
Driving License: Valid UAE D/L

COMPUTER SKILLS

- **Microsoft Word**
- **Microsoft Excel**
- **Microsoft PowerPoint**
- **Microsoft Outlook**

OBJECTIVE

Responsible Executive Assistant professional in running Admin Business operation, motivated and committed with almost 10 years of experience in Admin, HR, Document Control and other different field by providing executive level of support.

EDUCATION

- Bachelor's in business administration **(B.B.A)**
Mahatma Gandhi University - 2007

WORK EXPERIENCE

Al Reem International Construction LLC
(Al Reem Group)



Executive Assistant to the CEO / Document Controller/HR Officer
Abu Dhabi, United Arab Emirates
January 2019 – Till Date.

- Collect daily, weekly or monthly timesheets.
- Calculate bonuses and allowances.
- Prepare employees' compensation by the end of each month using payroll software.
- Schedule bank payments or hand out paychecks directly to employees.
- Distribute payment statements and gather signed receipts (digital or paper.)
- Report on payroll expenses.
- Ensure wages and tax withholdings comply with regulations.
- Enter new employees' data (e.g., bank accounts and tax identification numbers) into internal databases.
- Copy, Scan and Store Documents.
- Prepare Submittals,
- Check for Accuracy and Edit Files like contracts.
- Review and update technical documents (e.g.: Manuals and Workflows).
- Distribute project-Related copies to internal team.
- File documents in physical and digital records.
- Create template for future use.
- Retrieve files as requested by employees and clients.
- Manage the flow of document as per ISO standard.
- Maintain confidentiality around sensitive information and terms of agreement.
- Prepare ad-hoc reports on projects as needed.
- Manage original documents and the distribution of Invoices, Local Purchase Order (LPO), Letter of Award,

LANGUAGE SKILLS

- English
- Arabic
- Hindi
- Urdu

Miscellaneous Skills

- Fluent in English, Arabic, Hindi & Urdu both written & spoken.
- Excellent ability to establish priorities and work efficiently.
- Thorough Microsoft Office skills and diary management.
- Time management, Sociable, A go-getter attitude.

Software Skills:

- MS Office: Capable to work with MS Word, MS Excel, etc.
- Computer skills: Basics knowledge of Operating Systems like Windows 98, Windows XP, Windows Vista, Windows 7, etc.

Addendum and All Contracts Agreement and legal documents for both site office and main office.

- Responsible for the proper handling of files and ensure that the confidentiality of sensitive information is protected.
- Verify and Distribute Incoming and Outgoing Documents.
- Upload all Incoming and outgoing documents in the server.
- Maintain Log of Incoming and outgoing documents.
- Manage the distribution and filing of document for both soft and Hard Copies.
- Provide reference services and assistance for site and head office personnel who need documents for the archive repository.
- Create and update organization chart for tender documents.
- Prepare technical tender documents based on client's requirement.
- Preparation/ Submission of technical tenders.
- Pre-Qualification documents preparing and submitting as per requirement.

Home Devo Trading LLC (Al Reem Group)

Executive Assistant to the CEO

Abu Dhabi, United Arab Emirates

January 2019 – Till Date.

- Direct visitors to the appropriate person and office.
- Answer, screen, and forward incoming phone calls.
- Provide basic and accurate information in-person and via phone/email.
- Receive, sort, and distribute daily mail/deliveries.
- Update calendars and schedule meetings.
- Front desk office and general office support, document controlling and filing management.
- Prepare payroll processing for employees, liaise with pro for any necessary tasks.
- prepare local purchase order (LPO) and quotation.
- Handle government online systems for registrations and tender, other tasks given by the CEO.
- Arrange travel and accommodations and prepare vouchers.
- Keep updated records of office expenses and costs.
- Perform other clerical duties such as photocopying, transcribing and faxing.
- Act as an office manager by keeping up with office supply inventory.
- Format information for internal and external communication – memos, emails, presentations, reports.
- Take minutes during meetings.



- Screen and direct phone calls and distribute correspondence.
- Organize and maintain the office filing system.

Al Waqar Gen Transport & Contracting.

Executive Assistant/HR Officer

ABU DHABI, UNITED ARAB EMIRATES

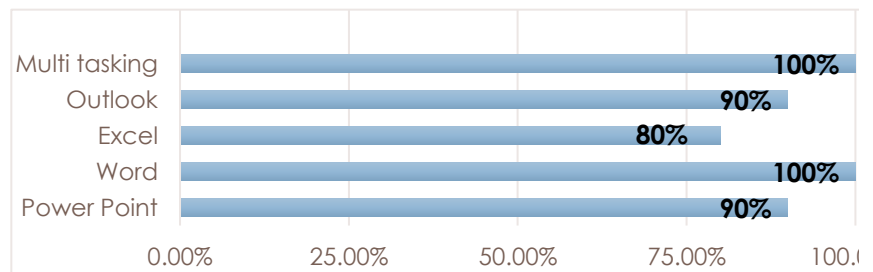
January 2009 – April 2018



- plan and manage recruitment and selection of staff
- plan and conduct new employee orientation
- identify and manage training and development needs for employees
- develop and implement human resources policies and procedures
- administer HR policies and procedures
- ensure compensation and benefits are in line with company policies and legislation
- benchmark compensation and benefits
- support annual salary review
- handle employee complaints, grievances, and disputes
- administer employee discipline processes
- review and update employee rules and regulations
- maintain the human resource information system and employee database
- coordinate employee safety, welfare, and wellness
- maintain knowledge of legal requirements and government reporting regulations affecting HR functions

Throughout my college career:

Executive Assistant, at The Different Construction Companies.



QUALIFICATIONS

- 10+ YEARS OF UAE EXPERIENCE
- Holding a bachelor's degree in Business Administration – 2007 Abu Dhabi.
- Certified Human Resource Management (CHRM)
2016 Nadia Training Institute, Abu Dhabi.
- Certified Purchasing Professional (CPP)
2010 American Purchasing Society, Abu Dhabi
- Certified Purchasing Professional Manager (CPPM)
2010 American Purchasing Society, Abu Dhabi

Declaration:

I hereby declare that all the information provided above are true to best of my knowledge.

Abu Dhabi, UAE