







Tarannum Mukaddam Isane

+971 54 446 6629 
+91 9920 233 349 
tarannumadam@gmail.com 
Sharjah 

OBJECTIVES

Highly To build a successful career and to be part of highly motivated team to use my diverse background with innovative ideas to obtain a challenging opportunity which propels me to deliver to the utmost of my talent and capabilities with a mission to excel while adding value to me and to the operation of the organization.

SKILLS

Technical Skills

- MS Word
- Powerpoint
- MS Excel
- Canva

Professional Skills

- Operations
- Business Development
- HR & Admin
- Presentation
- Client Coordination

Communication Skills

- English
- Urdu
- Hindi
- Marathi

Management Skills

- Time Management
- Problem Solving
- Effective Communication
- Data Analysis
- Effective Listening

EXPERIENCE

- 2015 - 2020**
Document Controller
At Ms. Ram Laxman Developers
(Mumbai, India)
- 2014 - 2015**
Admin Manager
At Red Camel International School
(Mumbai, India)
- 2013 - 2014**
Back end Admin Manager
At Sunshine International School
(Al Khobar, KSA)
- 2011 - 2012**
Admin Executive
At Radcliffe School (Mumbai, India)
- 2006 - 2010**
Team Leader, Admin / Office Executive
At Verifacts Services Pvt Ltd (Mumbai)
- 2005 - 2006**
Administrative/Back Office Executive
At SSV Cables Service Pvt. Ltd.(Mumbai)
- 2004 - 2005**
Front Office Executives
At HDFC Housing Finance (Mumbai)

Accomplishment

- 2017**
From Ms. Ram Laxman Developers
1. Re-organized structure to work efficiently
2. Increased Revenue for the company
3. Contributed good customer service
4. Come-up with new idea that improved things
5. Promoted from Admin Executive to Document Controller
- 2010**
From Footprints Collateral Services Pvt Ltd
1. Best client coordination
2. Developed & implemented new procedures and system
3. Worked on special projects
4. Handled team of 12 employees with proactive manner and good coordination
- 2006**
From Verifacts Services Pvt Ltd
1. Served client in a positive way by giving proper service
2. Completion of projects in given timeframe
3. Worked directly with senior management
4. Promoted from Report Writer to Team Leader
5. Increment in the Salary

PERSONAL INFORMATION

Date of Birth 18/08/1979
Nationality Indian
Religion Islam
Marital Status Married
Passport No K1656285
Passport Expiry 07/12/2021
Visa Status Visit Visa
Visa Expiry 01/02/2021
Driving Licence India

AVAILABLE IMMEDIATE JOINING

QUALIFICATIONS

- June 2012**
ECCEd. (Diploma in Early Childhood Care and Education)
From Delhi Institute
- March 2000**
B.Com
From Madhurai Kamraj University
- March 1997**
HSC (Commerce)
From Varadkar College of Arts & Commerce

Job Responsibilities:

Ms. Ram Laxman Developers

- Maintaining a tracking facility to enable documents to be updated easily.
- Scanning in all relevant new documents.
- Checking dispatch documents are accurate.
- Presentation and filing of documents and drawings.
- Responsible for maintaining hard copy information.
- Issuing and distributing controlled copies of information.
- Managing and maintaining a Meridian Document Control System.
- Provide advice on procedures of issue and methods in accessing the system.
- Ensuring all documents are as up to date as possible within electronic filing systems.
- Speak with suppliers.
- Check metadata according to client's requirements.
- Created and maintained all client-facing knowledge base articles.
- Control workflows management and documents distribution.
- Build (VMC) vendor mechanical catalogues and (MRB) manufactures record books.
- Prepare and manage purchase orders to meet audit requirements.
- Cross reference of all project tags on drawings and in documents.
- Coordinated with the project team member.
- Outlined documents and coordinated with employees.
- Maintained documents correspondences and transaction.
- Administered issue and receipt of documents and drawings
- Reviewed change in the technical documents.

Job Responsibilities

Red Camel International School

Sunshine International School

Radcliffe School

- Preparation of progress charts.
- Preparing the lesson plans and providing it to teachers.
- Arranging (PTM) meetings with parents and organizing the development of the children.
- Liaising with the parents in order to convey them the progress of their child.
- Coordination with logistics
- Providing time schedules and organizing for forthcoming sessions.
- Processing internal arrangements such as travel, training session and team building events.
- Maintaining internal records, which may include preparing, issuing and filing school documents (e.g. - leave notes, time tables, inventories, event related documents)
- Taking new registrations and follow ups on existing renewals.
- Following up and notifying pending dues.

Job Responsibilities

Footprints Collateral Services Private Limited

Verifacts Services Pvt. Ltd. (NASSCOM empanelled Company) Ltd.

- Checking the insufficient details for all of the checks with its supporting documents.
- Maintaining the MIS and keeping the track of the checks to close in TAT.
- Updating & Upgrading of databases and helping the team with right solution to the queries.
- Making final Reports of the cases.
- Quality checking the reports before it gets issuing to the clients.
- Constant co-ordination with the clients, updating them with the new changes in the process and the status of the cases.
- Maintenance of the database for the school, colleges, companies & Criminal.
- Develop, Assist & recommend new procedures to be set to deduct the Turnaround time.
- Handling a team, with effective distribution of cases and proper coordination.
- Taking a constant check on the performance of the team.
- Presenting the team members for prizes and recognitions as per their performance in a period of time.
- Recruiting and interviewing new joinees in the organization.
- Process training to new employees.
- Handling Clients like TCS, DOW, Datamatics, Accenture & SBI

Job Responsibilities

Simtech Computronics Pvt. Ltd.

- Managing a team of engineers (60 Nos.) providing support to our clients in data conversion.
- Maintaining a track of work done in MIS and delivering data to branches of our clients in prescribed format and TAT.
- Coordinating with engineers to distribute the area for work.
- Keeping track for the solution of their problems and taking report on daily bases.
- Maintaining attendance sheet of the team.
- Maintaining and issuing conveyance for engineers on monthly bases.
- Handling End to End Recruitment (sourcing, screening, scheduling interviews with project managers)

Job Responsibilities

SSV Cables Service Pvt. Ltd.

- To renew the Internet pkgs & and giving information to customers of new Internet Pkgs.
- Maintaining records of monthly renewal.
- Management and payment follow-up.
- Keeping track for all monthly payments.
- Maintaining Accounts of renewal dept.
- Updating field Assistant

Job Responsibilities

HDFC Housing Finance

- Working as data operator in Loan sanction Dept.
- Maintaining form for the applied customers for Loan.
- Handling EPBX Board.

KEY SKILLS AND COMPETENCIES:

- Superior organizational and communication skills
- Excellent time management skills
- Outstanding leadership abilities
- Strong IT, database and communication skills.
- Experience with document control packages such as Asite.
- Excellent interpersonal skills and a professional telephone manner.
- Utilizing a range of office software, including email, spreadsheets and databases.
- A comprehensive understanding of health and safety regulations.
- Ability to evaluate, prioritize, organize and delegate work schedules.
- Proven decision making skills.
- Able to react quickly and effectively when dealing with challenging situations.
- Assisting departments with queries on documentation requirements & submissions.
- Adept at writing reports, business correspondence, and procedure manuals
- Ability to identify and address performance-related issues
- Familiarity with how to plan, implement, and monitor KPIs
- Ensure proper training for employees to improve sales, marketing, and customer service skills
- Extensive experience implementing and managing operational plans
- Proficiency in preparing and controlling operational budget.