

Rubina Pervin.

Front Office / HR Recruiter / Admin.

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Career Objective.

Achievement driven and high performance professional with outstanding qualifications in all phases of and HR.

Looking to obtain a challenging position in a high quality environment where my resourceful experience and academy skills will add value to organizational operations.

To serve in an organization where I can utilize my knowledge and skills to the best of my ability. And help the organizational to achieve its goals through my performance.

Courses & Training.

- MS- Cit (MS Office internet and emailing etc.) 80% in 2009.
- Tally grade B in 2013.

Educational

- Master of business administration (MBA-HR) 2016.
- Bachelor of commerce (B.Com) 2014.
- Higher secondary class (HSC) 2011.
- Senior Secondary class (SSC) 2009.

WORK EXPERIENCE

Sara Movers and Packers (UAE) 2 Months.
Designation: Administration.

Job responsibilities:

- Attending the calls and solving the query of clients.
- Replying on mails regarding household shifting and packing details.
- Sharing all the details to your company group to do confirm job for next day.

Passport Details

NO-P6626102

Visa Details

Visit visa- 10 June.

Personal Details

Date of Birth

11th Sep 1993.

Nationality

Indian

Material Status

Unmarried

Languages

English, Hindi, Marathi.

Bright Global Solution. Gurgaon India {1st October 2020 to 30th October 2021}

Designation: Senior HR Executive.

Job Responsibilities:

- Time Management And communication
- Attention to detail and sourcing.
- Source potential candidates using various online platforms.
- Screening incoming resumes as well as application forms.
- Interviewing candidates face to face and on phone call.
- Onboarding new hires and experience in using applicant tracking systems

Vigilante digital career maker private limited. Delhi. India. { 1st April 2018 to 30th December 2019}

Designation; HR Executive. (Gurgaon).

Job Responsibilities:

- Daily Attendance
- Using job portals like Naukri.com, monster, indeed, olx etc.
- Posting job screening candidate as per requirement.
- Stock maintaining stationery.

Jaliyan placement services Nasik India {14st July 2017 to 31th December 2017}.

Designation: HR Recruiter.

Job Responsibilities:

- The recruiting, interviewing, and screening responsibilities.
- Conducting preliminary interviews and coordinating pre-employment processes.
- Identifying the candidates through various job portals and jobs engines.
- Calling Prospective Candidates.
- Screening them as per the requirement.
- Reserving the best match candidates for job and best salary and best company.

Sap Service Provider (SAP)- India {1-may-2015 to 31-May-2017}

Designation: Front office [Reception].

- Maintaining daily report in ms office.
- Cold calling to the company collection boys.
- Total balance of the day money report and receipts to collect.
- Daily attendance and follow-up.
- Email to manager of the day reports.
- Sorting and distributing communications in a timely manner.
- Using “back-office” computer systems.
- Schedule and plan meetings and appointments.
- Maintain trusting relationships with suppliers, customers and colleagues.

