



# LUBNA SAHAR

## ADMINISTRATIVE ASSISTANT / EXECUTIVE

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### SUMMARY:

*I am in United Arab Emirates since my birth and well educated, skilled, ambitious, hardworking, well organized individual, with broad **experience** in team building and time management skills. Willing to join a firm where I become a success factor for an organization in achieving its mission and objectives by contributing my professional skills,*

*Furthermore, I am adept at **handling multiple tasks** on a daily basis **competently** and work well under pressure.*

*A key strength is maintaining loyalty, communication; self-confidence, building strong relationships with people in order to deliver the best results.*

### CERTIFICATES &

#### EDUCATION:

**Certified in MS Office from Aptech Institute, Dubai**

;

**Pursuing “Masters in HR Certification Program”**

HRME/ HRCM (HRBP, SPHRi, SHRM) – 26.07.2022,  
From **WorkX Middle East –Dubai, UAE**

Completed – Graduation in Bachelor of Arts –  
Osmania University HYDERABAD INDIA| 1995 –  
1998

Studied in IGCSE British Curriculum Happy Home  
International School Dubai UAE

### PROFESSIONAL EXPERIENCE

#### **Corporate Consultant / Recruitment Division**

**Shan Global Employment Services – Sharjah/Dubai**

**From | Jul 2016 – till date**

- Work independently supporting Blue collar, White collar jobs and Labour supply for the company
- Create own clientele and productive client list to handle account. Have fair knowledge and experience of complete recruitment process.
- Liaise with clients consulting their requirement for labour supply on contractual basis and quote accordingly
- Screening of the CVs, conducting interviews with the candidate for white collar jobs
- Preparing documentation, MOU, interview sheets, Appointment letters, customer file, candidate file etc
- Research overseas hiring needs in UAE and coordinate with the execution department until deployment

Address: Floria Residences,  
Industrial 18, Maliha Road ,  
Sharjah U.A.E.

Nationality: Indian

Passport # T6486004

Visa: Husband Sponsorship

Language: English & Hindi / Urdu

Quality: Positive and Responsible

### SKILLS:

*Administrative skills*

*HR skills*

*Time Management*

*Team Co-ordination*

*Computer skills*

*Travel Management*

*Telemarketing skills*

*MS office Outlook*

### ADDITIONAL SKILLS:

*Holding UAE driving license*

*ACONEX transmittals and  
submission experience*

- Research/Analyse new job openings for various projects/ vacancies in Middle East;
- Negotiate effectively with clients, providing customer service
- Recruiting candidates (screening, interviewing, shortlisting candidates for client final interview).
- Co-ordinate for further mobilization of the selected workers/candidates for overseas recruitment
- Maintaining records in spreadsheets of all the potential customers for future references
- Excellent communication, Overcoming customer objections and resolving issues

### **Administrative Assistant / Document Controller**

**W.S. Atkins & Overseas Partners – Sharjah/ Dubai**

**From | Nov 2006 – Mar 2013**

- Maintaining incoming and outgoing correspondence, project drawing registers on spreadsheets.
- Filing project documents, RFI, and A4 drawings for Engineers reference responses,
- Supported efficient meetings by organizing conference spaces and materials, documenting discussions and distributing meeting notes.
- Composed internal memos and external correspondence for senior management and reviewed all documentation to eliminate errors.
- Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels.
- Sorted and distributed office mail and recorded incoming shipments for corporate records.
- Maintained staff directory and company policy handbook for human resources department.
- Performed general office duties, including answering multi-line phone system, routing calls, delivering messages to staff and directors
- Filing of hard copies and soft copies of the project related documents for further submission and archive.
- Monitored Team Regional Director and Associated directors' work calendar and scheduled appointments, meetings and travel.
- Coordinated travel arrangements, including booking airfare, hotel and ground transportation.
- Created detailed expense reports and requests for capital expenditures.
- Prepared meeting minutes and edited subcontractor proposals, project punch list, transmittals and memorandums for organizational support. Timely submission and correspondence on ACONEX for various projects.

### **Secretary/Sales Co-coordinator, Wings Heavy Equipment and Machine spares – Dubai**

**Dubai | Feb 2003 – Sep 2006**

- Attending, greeting customers with enquiries at the reception desk
- Receiving emails and other correspondences attending telephone calls and divert.
- Preparing quotations and send to the customer with quotation reference according to the Marketing manager's advice
- Preparing Enquiries and send to the suppliers
- Preparing delivery orders on receipt of LPO and delivery made by the supplying department.
- Assisting accounts department for invoicing and delivery /credit notes if and when required
- Filing all incoming & outgoing correspondences.
- Regular followup up of orders, cordinaiting for products parts availability and delivery