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Executive Summary

Experienced Administration Executive with expertise in managing HR responsibilities, office administration, and Secretarial work, providing exemplary business support to senior executives with an ability to prioritize and meet deadlines.

Career Objective

To succeed in an environment which provide a platform for growth and thus excel by attaining a responsible position in the company management by utilizing my professional skills. My contribution and commitment towards my organization would be my highest priority in my quest for achieving the pinnacles of professional success.

Key Skills

- Time Management.
- Open-minded and flexible personality with good leadership and problem-solving skills.
- Ability to interact with a broad spectrum of people from different backgrounds.
- Methodical and practical approach with good analytical skills.

Core Competencies

- | | | |
|-------------------------|-----------------------|-----------------------------|
| ⇒ Office Administration | ⇒ Strong Comm. Skills | ⇒ Customer Care |
| ⇒ Negotiation | ⇒ Self-Motivated | ⇒ Dynamic & Result Oriented |

Professional Exposure

Fidobe Solutions LLC HR & Admin

Apr 2019- Aug 2020

- Workforce Planning and Employment
- Implementing the organization's recruiting strategy
- Interviewing applicants
- Administering pre-employment tests
- Assisting with completing background investigations
- Processing transfers, promotions, and terminations
- HR Development
- Conducting training sessions
- Administering on-the-job training programs
- Evaluating the effectiveness of training programs
- Maintaining records of employee participation in all training and development programs
- Total Rewards
- Analyzing job duties
- Writing job descriptions
- Performing job evaluations and job analyses
- Conducting and analyzing compensation surveys
- Employee and Labor Relations (union environments)
- Interpreting union contracts
- Helping to negotiate collective bargaining agreements
- Resolving grievances
- Advising supervisors on union contract interpretation
- Employee and Labor Relations (non-union environments)
- Assisting with processing employee grievances
- Overseeing engagement programs and other employee relations work
- Risk Management
- Developing and administering health and safety programs
- Conducting safety inspections
- Maintaining accident records
- Preparing government reports as to remain in compliance.

- Create and maintain a centrally organized record of employees' personal files for Office staff
- Support with processing payments to staff including validating information sent from CO e.g. furniture, relocation allowances.
- Support HR Business Partner with tracking and managing visa and passport expiry dates for staff
- Handle administrative requests and queries from senior managers
- Organizing and scheduling appointments with admin software
- Planning meetings and taking detailed minutes

Infoseed Computers LLC
Front Desk/Admin Assistant/Coordinator

Jan 2016- Apr 2019

- Answer and direct phone calls.
- Organize and schedule meeting and appointments.
- Produce and distribute correspondence.
- Develop and maintain filing system.
- Order office supplies and negotiate with suppliers.
- Book travel arrangements.
- Providing support to accounts team.
- Handling communications with clients and vendors via phone, email, and in person.
- Processing transactions and issuing cheques.
- Coordinate with sales, marketing team and support them in events and meetings.
- Book conference calls, halls, taxis, couriers, hotels etc.
- Handling basic HR Duties, making interview calls and email invitations.
- Payment voucher checking and handling petty cash.
- Publishing adds and notices in newspaper on behalf of company.
- Provide general support to visitors.
- Provide information by answering questions and requests.
- Provide full clerical support to other colleagues.
- Manage staff appointments and supervise the work of junior staff.
- Coordinate repairs to office equipment.
- Maintain up to date employee holiday record.
- Reply to email, phone calls of face to face inquiry.
- Provide secretarial support to CEO and other senior executives.

Noor Al Khaldiah Building Materials Trading LLC, Sharjah, UAE
Admin cum Sales Coordinator/Secretary

July2014-Aug 2015

- Managing all the sales related activity of the company.
- Handling a high volume of customer enquiries whilst providing a high quality of service to each caller.
- Supporting the field sales team & maintaining the customer database, producing sales reports, supporting any marketing activity, and maintaining ongoing communications with potential customers as appropriate.
- Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.
- Schedule meetings and travel arrangements.
- Prioritizing workloads.
- Compile and update employee records (Hard and soft copies)
- Properly handle complaints and grievance procedures
- Responding to sales queries via phone & e-mails.
- Acting as receptionist or meeting and greeting clients.
- Maintained records concerned with rental, sale, and management of real estate.
- Maintained log of sales and commissions received by sales agent.
- Handling more than 3000 properties listed for sale and rent.
- Ensure that all cash collections are deposited on a daily basis and clearing is done
- Monitor till discrepancies / cashier wrong validations, compile and report on weekly basis to Process & Compliance Manager for further discussion with Area Managers.
- Ensure that all LPO request are supported with approvals. Review open PO's on monthly basis.

Academic Credentials**Education:**

- 2013 July, Bachelor of Business Administration from Graphic Era University, Dehradun.
- Intermediate from C.B.S.E Board in 2010.
- High school passed from C.B.S.E Board in 2008.

Computer Proficiency

- Practiced in MS office suite (Word, Excel & PowerPoint), QuickBooks, Sage 50, E-mail Applications

Other professional Skill

- Business Management and office Administration

Personal Details

Date of Birth: 02/04/1993

Nationality: Indian

Marital Status: Married

Languages Known: English, Hindi

Visa Status: Husband's Sponsorship;

Expected Salary: AED:6500

References available upon request