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| **NAJLA K RAHMAN**  **(MBA – HR, Bsc Comp Science, IATA)**  **Abu Dhabi, UAE**  **0557212872, 0501200393**  **najlakrahman@gmail.com** |  |

Objective

Seeking an excellent career as **HR Assistant**/**Administrative Assistant/Receptionist,** that fully utilizes my deep knowledge and experience in the particular field which can provide an opportunity for growth of your organization and also to maintain good interpersonal relationship. I believe in teamwork and in case need arise; I have the ability to handle things efficiently. I have the ability to assistant, coordinate & associate various administrative works.

Employment History

Having 1.4 years of experience in Administration, Abu Dhabi, UAE . Proficient in **Ms Office** and having excellent verbal and written communication skills, good typing speed, extensive software skills, internet research abilities, customer service orientation, organizing and planning, reliability & stress tolerance.

**1st July 2008 to 31st August 2009**

**Modern Pharmaceutical Company, Abu Dhabi Office, UAE**

Worked as Receptionist cum Telephone Operator

**Duties:**

* Answer telephones and transfer to appropriate staff member.
* Meet and greet clients and visitors.
* Deal with queries from the public and customers.
* Arrange local and international telephonic conference for the managers.
* Create and modify documents using Microsoft Office.
* Perform general clerical duties include preparing letters, orders, photocopying, faxing, mailing, and filing etc.
* Maintain hard copy and electronic filing system.
* Sign for and distribute UPS/Fed Ex/Airborne packages etc.
* Research, price, and purchase office items.
* Setup and coordinate meetings and conferences.
* Maintain and distribute staff weekly schedules.
* Maintain and update the contact details of the employees.
* Collect and maintain PC inventory.
* Ensures knowledge of staff movements in and out of organization.
* Maintain the reception area clean & tidy.
* Other duties as assigned.

Education

* **Master of Business Administration (Human Resource Management)**

Sikkim Manipal University, Trichur, Kerala, India (2009 – 2011).

* **BSC Computer Science**

Calicut University, ICA College, Trichur, Kerala, India (2003 – 2006).

* **IATA**

Canada University from Patriot College, Trichur, Kerala, India (2006 – 2007).

* **Msc Psychology (Doing)**

Bharathiyar University , Coimbatore, India

Software Knowledge

* Ms Office
* C & C++
* Visual Basic
* Visual FoxPro

Major Achievements

* Successfully completed main project in Kerala Lekshmi Mills, with the title of “**ABSENTEESM AMOUNG** **EMPLOYEES**” in Thrissur Kerala-India, with the duration of 3 months.
* Successfully completed mini project in **VILVEX CABLES** Thrissur Kerala - India.
* Successfully completed main project in **VISUAL BASIC** about “Hospital Management” at Amala Medical Institute, Thrissur Kerala-India.
* Successfully completed mini project in **VISUAL FOXPRO** at “Star Plastics”, Thissur Kerala-India.

Personal Details

* Sex : Female
* Date of Birth : 08-03-1985
* Marital Status : Married
* Nationality : Indian
* Languages known : English & Malayalam(expert), Arabic(read & write)
* Passport No : G4265826
* Expiry Date : 19/07/2017
* Visa status : Father’s Sponsorship