

**ASRA JABEEN (HR ASSISTANT, DOCUMENT CONTROLLER)**

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Dubai, UAE.

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**CAREER OBJECTIVE:**

My career objective is utilizing all my Skills to achieve organization success and advancement because success of my organization is success of myself and my career. Right now, I am looking to work within a professional environment and for a company that recognizes hard work and loyalty.

**WORK HISTORY:****Worked as an Office Administrator at MZT TECHNOLOGIES LLC for 1yr, Dubai, United Arab Emirates.**

- ⇒ Multi-tasking and time management
- ⇒ Document and file management
- ⇒ Created PowerPoint presentations for business development purposes.
- ⇒ Generated reports and typed letters in the word
- ⇒ Executed record filing system to improve document organization and management.
- ⇒ Spreadsheet management, Data entry documentation
- ⇒ Website updating
- ⇒ General Maintenance
- ⇒ Social media updating
- ⇒ Skilled in Microsoft Office
- ⇒ Managing diaries, scheduling meetings
- ⇒ Arranging post and deliveries
- ⇒ Updating computer records using a database
- ⇒ Liaising with suppliers and contractors
- ⇒ Liaising with staff in other departments, e.g., finance, HR
- ⇒ Preparing, organizing, and storing information in paper and digital form
- ⇒ Prepare purchase invoices, Sales Invoices
- ⇒ Ordering, Storing, and Distributing Office Supplies.
- ⇒ Making Travel Arrangements and Preparing Documents, presentation material & Facilities for meeting

**ACADEMIC PROFILE:**

- ⇒ Postgraduate (Master of Commerce from Telangana University in 2018)
- ⇒ Bachelor of Commerce from Telangana University

**COMPUTER SKILLS:**

- ⇒ DCA, MS Word, MS- Excel, MS- PowerPoint.

- ⇒ Certification Course in Digital Marketing from Web Trainings Academy.
  - ⇒ Google Ads Certification (Search, Display, Video, Measurement, Apps)
  - ⇒ Google Analytics Certification and Inbound Marketing Certification.
- (Software skills- NETSONIC)

### **LANGUAGES KNOWN:**

- ⇒ English-Technical Proficiency
- ⇒ Hindi-Native

### **STRENGTHS:**

- ⇒ Ability to work independently and manage numerous tasks quickly, accurately, and efficiently.
- ⇒ Willing to work hard in a dynamic environment.
- ⇒ Comprehensive problem-solving abilities.
- ⇒ Friendly one with a positive attitude and with the ability to adapt well to changes.

### **PERSONAL PROFILE:**

Father's Name	: Syed Abdul Aleem
Nationality	: Indian
Date of Birth	: 27/12/1996
Gender	: Female
Religion	: Muslim
Marital Status	: Single
Visa Status	: Own Visa
Availability	: Immediately

### **DECLARATION:**

I hereby declare that all the information mentioned above is true to the best of my knowledge. I will make it my earnest Endeavor to discharge competently and carefully the duties you may be pleased to entrust with me.

**ASRA JABEEN**