

MUSHTABSHIR AZIM

Office Admin



About Me

A result oriented professional having "Can Do" attitude towards my professional responsibilities with > 7 years of progressive experience in HR, Accounts Data Entry, Admin and Front Desk in a reputed Manufacturing and Trading Company in U.A.E.

Expertise Skill

- Good Communication
- Interpersonal skills
- Computer Skill
- Word, Excel
- ERP - Splendid
- Record Keeping
- Hardworking

Contact Me



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Industrial area 2, BMW road,
Sharjah, UAE

Education

- 2016-2018
MBA (HR)
Glocal University,
Saharanpur, UP, India
- 2009-2012
Graduation
LNM University, Bihar, India

Work Experience

- **HR Assistant**
Jordan Ref Co LLC | 2019 – Till now
 - Maintenance of Group Employees, record for their Visa, Passport, EID.
 - Assisting HR Manager in conducting interviews, Offer Letter preparation, Employees leaves management and annual appraisal forms filling
- **Office Executive**
Jordan Ref Co LLC | 2015 – 2018
 - Handling incoming calls and other communications.
 - Managing filing system.
 - Recording information as needed.
 - Greeting clients and visitors as needed.
 - Updating paperwork, maintaining documents,