

# MAMTA SHARMA

*HR COORDINATOR Cum Admin*



## Contact

### Address

Sharjah -  
UAE

### Phone

0501432887

### E-mail

[Sharmamta699@gmail.com](mailto:Sharmamta699@gmail.com)

[sharmamta63@gmail.com](mailto:sharmamta63@gmail.com)

## Languages

English

Hindi

I am a Master of Business Administration with more than Five year's multi-functional experience in leading and monitoring the EA CUM ADMIN & HR ASSISTANT COORDINATOR & Document Controller. I am seeking an opportunity to consolidate strong academic qualifications and sound professional capability within organization environment where I will be able to contribute my skill, knowledge, and experience to a company that will give me an opportunity to develop my career.

## Work History

July,2019  
to  
Dec,2023



### HR Assistant Cum Admin

**CONVENTION 360 DMCC , DUBAI**

Worked as Admin cum HR Assistant or the organization to manage all kinds of Insurance & functions and reporting to the General manager and client.

- Answer telephone calls and take messages or forward calls.
- Schedule and confirm appointments and maintain calendars.
- Greet and welcome customers, clients, and other visitors.
- Check visitors in and direct or escort them to specific destinations.
- Inform other employees of visitors' arrivals or cancellations.
- Copy, file, and maintain paper or electronic documents.
- Handle incoming and outgoing mail and email.
- Assist with day-to-day operations of the HR functions and duties.
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Provide assistance & administrative support to staff, managers, and senior-level officers as needed.
- Coordinate HR projects (meetings, training, surveys etc) and take minutes.
- Create, prepare, and deliver reports to various departments.
- Coordinate communication with candidates and schedule interviews



## Education

---

- |                 |   |
|-----------------|---|
| 2017 -<br>2009- | Tally ERP9 course from vision InfoTech.<br>Common proficiency test from ICAI<br>(Institute of Chartered Accountant) of India. |
| 2010 -12        | Graduation in B-Com from Vikram<br>University of Ujjain( M.P)   |
| 2010-           | Orientation program training from ICAI<br>regulations 1988  |
| 2010-           | Information technology training from ICAI<br>Under regulation45.  |
| 2010-           | Computer applications level training from<br>Bharat Computer institute.   |



## Interests

---

Traveling



## Travel

---

Travelling gives me a good opportunity to learn a lot about the history of the country I visit, to see cultural and historical places, to meet people of different nationalities, to learn a lot about their traditions, customs and culture. In other words. I can expand my worldview and my mind.

I certify that the above information is best of my knowledge and belief that these biodatas correctly describe me, my qualifications and experience.