

# MANISHA S.



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## PROFESSIONAL SUMMARY

Proficient in HR Coordination, office administration, project coordination, recruitment, document control, and client relationship management. Skilled in organizing corporate events, preparing reports, and managing documentation systems to ensure compliance and efficiency. Experienced in teaching and training, with strong interpersonal, communication, and problem-solving abilities. A proactive team player with a keen eye for detail and a commitment to continuous learning and professional development.

## SKILLS

Professionalism	HR & Business Support	Project Coordination
Quick Learner	Creativity	Communication Skills
Attention to Detail	Event Organizing	Team skills
		Problem Solving Ability

## WORK EXPERIENCE

### HR COORDINATOR, ADMIN & PROJECT COORDINATOR | 2023 - PRESENT

RAS AL SAFA TECHNICAL SERVICES, DUBAI, UAE

#### KEY RESPONSIBILITIES

- Developed & managed main office and site offices documentation management and reporting systems.
- Prepared client contracts and provided progress updates to clients.
- Coordinated with engineers on various projects as assigned and prepared manpower histograms.
- Prepared records of construction progress and organized project coordination meetings.
- Prepared quotations, purchase orders, invoices and VAT reports of clients and sub-contractors.
- Assisted in recruitment and employee relations processes.

### HR COORDINATOR AND DOCUMENT CONTROLLER | 2022 - 2023

DIZABO GENERAL TRADING LLC, DUBAI, UAE

#### KEY RESPONSIBILITIES

- Coordinated recruitment, onboarding, assists in payroll and ensuring smooth HR operations.
- Worked with external agencies and vendors to execute latest document management systems.
- Created marketing materials for website and other marketing platforms.
- Organized promotional events and campaign.
- Coordinated the life cycle of company documents, ensuring all documents are indexed, classified and accessible as needed.

**SCIENCE TEACHER | 2019-2022**  
**CHAYYA PUBLIC SCHOOL, INDIA**

- Developed, planned and implemented curriculum, lesson plans and educational programs.
- Conducted parents-teachers conferences and established regular communication channels.
- Created visual aids, board games, flash cards, and contributed to preparing course materials.
- Organized annual day cultural programs and 'Open Day' events.
- Initiated and emphasized on personality development programs.

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## EDUCATION

**BACHELOR OF EDUCATION**  
2018 - 2020

**DR. BHIMRAO AMBEDKAR UNIVERSITY, INDIA**

**BACHELOR OF SCIENCE**  
2015 - 2018

**DR. BHIMRAO AMBEDKAR UNIVERSITY, INDIA**

**SSLC**  
2013

**CENTRAL BOARD OF SECONDARY EDUCATION, INDIA**



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## COMPUTER SKILLS

- MS Office
- Net browsing
- Basic Operation

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## LANGUAGES KNOWN

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|-----------|--|
| • English | : Reading, Writing, Spoken Interaction |
| • Hindi   | : Reading, Writing, Spoken Interaction |
| • Urdu    | : Spoken Interaction                   |

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## PERSONAL DOSSIER

Gender	: Female
Date of Birth	: 30-10-1995
Marital Status	: Single
Nationality	: Indian

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## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

**MANISHA S.**