



SHELDON AARON JAMES

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OBJECTIVE

Knowledgeable and dedicated Admin and HR assistant well-versed in retail operations and contributing in creating a great company culture. In search of an opportunity that provides an ideal chance and environment to grow with the organization as well as in my professional career.

CAREER PROFILE

AL SAFEER GROUP OF COMPANIES, SHARJAH, UAE.

Account assistant - Sep 2023 – Till date.

Al Safeer Group, a diversified conglomerate bringing you a variation offering the choicest of shopping and entertainment across the gulf with interests in retail, shopping malls, cinemas, food outlets, real estate, furniture, manufacturing, advertising, trading and more.

Key responsibilities:-

- Book-keeping and Invoicing: Daily reporting, updating and book-keeping of all invoices and rectifying discrepancies occurring in systems for accurate accountancy.
- Mail drafting and tally: Emailing suppliers and other staff/groups about issues and concerns of any sorts. Tallying all the Purchase and Returns for adequate and accurate reporting at every end of the month.
- Branch Co-ordination: Co-ordinating with respected Branches, Managers and Supervisors for issues arising in Invoices or Systems.

AL SAFEER GROUP OF COMPANIES, SHARJAH, UAE.

Admin assistant - Feb 2021 – Aug 2023.

Al Safeer Group, a diversified conglomerate bringing you a variation offering the choicest of shopping and entertainment across the gulf with interests in retail, shopping malls, cinemas, food outlets, real estate, furniture, manufacturing, advertising, trading and more.

Key responsibilities:-

- Provides administrative support to ensure efficient operation of the office.
- Data handling for all the vehicles under the company like Mulkiya renewals, checking fines, insurance expiry, salik recharge, vehicle servicing request.
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc.)
- Carry out duties such as filing, typing, copying, scanning etc.
- Produce and distribute correspondence memos, letters, faxes and forms.
- Deal with employee requests regarding human resources issues, rules and regulations.
- Write letters and emails on behalf of other staff.
- Handle sensitive information in a confidential manner.

Skills / Qualities:

- Excellent Communication skills.
- Sincere and Diligent.
- Willingness to learn with a flair for adaptability.
- Disciplined & good etiquette.
- Positive Thinker.

Academics:

- Passed 12th in First Class and pursuing further online studies in Business and Administration.

Software Skills:

- Well-versed with Microsoft office.
- Hands on experience in tally accounts.
- Knowledgeable in Sap system.

Achievements:

- Completed Grade 3 as a Guitarist from Trinity College, Mumbai.

Hobbies:

- Reading, Sports, Listening to music.

PERSONAL DOSSIER

- Date of Birth : 29 May 2002
- Nationality : Indian
- Languages : English, Hindi, Marathi.
- Gender : Male
- Address : Sharjah, UAE.
- **Holding UAE Driving License (LMV).**

Thank you for your time in reviewing my resume and would love the chance to discuss my skills in person that could contribute to the mutual growth.

Sincerely,

Sheldon James.