

RESUME

RUBIYA NOOR

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OBJECTIVE

I am aspiring for an opportunity where I can utilize my knowledge and skills to contribute to the growth and success of the organization and enhance my personal and professional skills.

EXPERIENCE

Organization : First Force Security Services

Designation : HR Executive

Experience : August 2022 – July 2024

RESPONSIBILITIES

- Recruiting Manpower for the company from UAE as well as India.
- Executing payroll, processing salaries for staff based on their allowances, deductions, OT and time sheet from clients.
- Ensure compliance with company needs.
- Having a track of expenditure related to staff accommodation, staff meals, uniform and staff transportation.
- Validating invoices from suppliers and forwarding it to Finance for the payment.
- Maintaining service record of vehicles and sending them for periodical services and renewals.
- Booking air tickets for staff on their yearly vacations.
- Leverage knowledge on UAE Labor Law.
- Support the Management with disciplinary and grievance issues.
- Maintain both hard and soft copies of employee's records.
- Preparing job descriptions, posting ads and managing the hiring process.
- Coordinate with PRO for Visa, Medical/Emirates ID processing and collect documents from staff required for the Visa/Labor process.
- Serve as a point of contact for employee enquiries related to payroll and benefits.
- Prepare and deliver monthly reports to HR manager.

In India

Organization : Chennai Travels and Chauffeurs

Designation : HR / Admin Executive

Experience : September 2017 - November 2021

RESPONSIBILITIES

- Planning and coordinating administrative procedures and systems and devising ways to streamline processes.
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations.
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Ensure operations adhere to policies and regulations.
- Organize and supervise other office activities (recycling, renovations, event planning etc.)
- Monitor costs and expenses to assist in budget preparation.
- Recruit and train personnel and allocate responsibilities and office Space.
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency.
- Getting appointments and quotes for car servicing.
- Getting insurance done for vehicles & staff.
- Tallying of attendance and payroll.

AREAS OF EXPERTICE:

Human Resource Management
Supply Chain Management
Vendor Identification
Client Relationship Management
Negotiation and Decision Making
Liaising with various departments.

TECHNICAL SKILLS:

Diploma in Computer Application

Proficient with MS Office
Accusoft Application

Adobe Photoshop

PERSONAL STRENGTH:

Co-ordination, adaptability, Positive Attitude, Friendly and committed to a workassigned.

OTHER SKILLS:

- Effective team player.
- Possess good leadership qualities.
- Strong planning and organizational abilities with the capacity to multitask and manage time effectively.
- Communication skills, written & oral.
- Demonstrate discretion and ability to maintain confidentiality when handling sensitive information, records and reports.

EDUCATION:

GRADE	College/School	Board	Year of Pass
MBA Human Resource & International Business	Kazian School Of Management	KSM	2018
M. Sc Zoology	Ethiraj Women’s College, Chennai	Madras University	2012
B. Sc Advanced Zoology	Ethiraj Women’s College, Chennai	Madras University	2010

EXTRA-CURRICULAR ACTIVITIES:

- Was elected as best student & Department Secretary in College for the year 2011 – 2012.
- Active participation in Quiz, Debates & Power Point Presentations.

PERSONAL INFORMATION:

Date Of Birth : 12th December 1989
Place Of Birth : Chennai
Fathers Name : Noor Mohammed
Religion : Islam
Nationality : Indian
Languages Known : English, Urdu, Hindi, Tamil