



**Begum Shadiya Shajahan**  
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**Visa Status: Husband Visa**

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#### Personal Details:

**Date of Birth :** 7/12/1994

**Gender :** Female

**Marital Status :** Married

**Nationality :** Indian

**Passport No :** 1354867

#### Academic Qualifications:

**Master of Commerce, MG**  
University, Kerala (2015-2017)

Catholicate College,  
Pathanamthitta)

**Bachelor of Commerce, MG**  
University, Kerala, (2012-2015)

(Musaliar College of Arts &  
Science Pathanamthitta)

#### Languages Known:

- English
- Hindi
- Tamil
- Malayalam

#### Key Skills:

- Strong Interpersonal and communication
- Flexible and Adaptable

A motivated professional seeking a challenging position in your reputable organization that will allow me to utilize my skills and experience as well as provide opportunities for growth within the company. Excellent communication skills (verbal & written) with great customer care service attitude towards others. An asset that will help your company advance efficiently and effectively as I deliver the best results that you expect out of me.

#### Professional Experience:

##### HR Administrative Cum Sales Coordinator

##### Unique World Education, Abu Dhabi, UAE (Dec 2021 to Present)

- Coordinating the sales team by managing schedules, filing important documents and communicating relevant information.
- Assist in month-end closing activities to ensure tally with financial statement.
- Prepare customer's statement of accounts at regular interval (at least monthly).
- Maintain petty cash and staff claims on a timely basis.
- Maintain accurate records of all sales and accounting related activities to achieve operational and strategic goals.
- Tracking expiry of staff documents and Coordinating with PRO for applying, renewing, cancelling of Visa, Labor cards, Company License, MOE approvals of staffs
- Advises students and families regarding educational opportunities and options, admission and other requirements, policies and procedures, transfer of credit, and financial assistance, as appropriate.
- Good understanding of UAE labor laws, MOE & MOHRE procedures. Ensuring that company practices comply with UAE law and federal regulations.
- Advertise job openings in company website and various online portals and social media platforms like indeed, naukriGulf, gulf talent, LinkedIn, Facebook, Instagram etc.
- Screening resumes and shortlisting qualified candidates conducting telephonic interviews, face to face interviews, walk-in Interviews.
- Develop and update administrative systems to make them more efficient

##### Accounts Cum Administrative Assistant

##### Evershine Residential School & Junior College Pathanamthitta, India ( Jun 2019 to Aug 2021)

- Support the organizing and taking part in school events, outings and activities which may take place at weekends or in the evening.
- Develop and carry out an efficient documentation and filing system for both paper and electronic records
- Verifying the accuracy of invoices and other accounting documents or records
- Preparation of Sales Invoices and relevant supporting documents.
- Created memos, reports, spreadsheets, exhibits for presentations and applied basic administrative skills to perform standardized duties
- Utilized multiple learning strategies to meet the educational needs of all students, including PowerPoint presentations, internet and computer-based demonstrations utilizing projector, smart board and lecture.

- **Good organizer and Planner**
- **Good listener and Fast learner**
- **Problem-solving.**
- **Presentation Skills**
- **Interpersonal Abilities**
- **Excellent Team worker**
- **Self-motivated**
- **Multitasking and time-management**

### **Accounts cum Administrative Assistant)**

**Kudumbasree District Mission Pathanamthitta Kerala, India (Nov 2017 to May 2019 )**

- Verifying the accuracy of invoices and other accounting documents or records
- Maintaining a database, ensuring that records are complete and current.
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers
- Maintained consistent lines of electronic, telephone, mail, memorandum and direct communication between guest and conference staff
- Handled phones, faxing, copying, and filing, office supply maintenance, shipping and receiving packages within the office environment.
- Develop and update administrative systems to make them more efficient
- Create and maintain filing systems, both electronic and physical

### **ACHIEVEMENTS & KEY SKILLS:**

Attended national conference on “Sustainable Business Model for inclusive Growth” at Kristu Jyothy College, Changanaserry in collaboration with MG University, Kottayam on 20th and 21st Oct 2016.

- Have excellent communication skills in English
- Pro-active & gifted with initiative, drive & time management
- Good at book keeping
- Able to work and fit to any complex and stressful environment

### **Declaration:**

I hereby declare that the above mentioned are true to the best of my knowledge and belief.

**Begum Shadiya Shajahan**  
**Call / WhatsApp: 050-5895707**