

## **COVER LETTER**

**SAINABA M.A**

**E-mail: sainumolma@gmail.com**

**Mobile No: +973-38865970,**

**SUB: Application for the Post of Asst. Admin / Asst. HR.**

Dear Hiring Manager,

I wish to introduce myself as a Well vibrant MBA Graduate Holder with more than one year Experience.

Presently, I am looking Better Job opportunity the prominent business conglomerate in Bahrain. My work experience has been in best professionally managed Building Materials Importing Company & Highly Standard Keeping Kinder Garten School in Bahrain. (Ex- AL Farooq Kinder Garten etc.)

The strengths that I have gathered my previous Experience, apart from being academic qualification and possessing the requisite experience in HR are,

- Excellent Convincing Skill
- Good knowledge about Office Day to day Works
- Good Communication and Draft Skills
- Result oriented planning & execution of work
- Staff Follow up & Appraisal Ability

I am confident that enclosed CV, detailing my qualifications and experience matches with the requirement of your esteemed organization.

If required more Detailed Information please contact me below Address, I am happy to discuss further Steps.

Yours Sincerely,

**SAINABA M.A**

**Mob: 38865970**

**Email Id : sainumolma@gmail.com**

## CURRICULUM VITAE

**SAINABA.M.A**

**E-mail: sainumolma@gmail.com**

**Mob: +973 38865970**

**Post Applied for : Asst.HR / Asst. ADMIN**



### **Career Objective**

Seeking Professional Job in established organisation where my theoretical knowledge can apply in to practice and perform my leadership skills through innovative ideas and communications.

### **Work Experience**

**COMPANY NAME : AL – FAROOQ KINDER GARTEN**

**DESIGNATION : Asst. Office Staff**

**YEAR : 2018-2019**

### **DUTIES & RESPONSIBILITY :**

- Daily Teachers Schedule Preparation
- Fee collection
- Preparation of Staff Payroll
- Support all Events Planning with Related Department
- Coordinate with Teacher's about the Students Outdoor Activities.
- Preparing daily and long-term lesson plans according to curriculum guidelines.
- Developing children's interests, abilities and coordination using a variety of creative activities including art, sport and music.
- Maintaining discipline in the classroom.
- Supervising students throughout the day, both in the classroom and outside during other Activities.
- Setting and conducting testing..

COMPANY NAME : EMPA BUILDING MATERIALS W.L.L  
 DESIGNATION : Asst. Administrator  
 DIVISION : Building Materials  
 YEAR : 2018 (5Months)

**DUTIES & RESPONSIBILITY :**

- ❑ Support all internal and External HR related inquiries or Requests
- ❑ Maintain Digital & Electronic Records of Employees
- ❑ Preparation of daily records of Sales & Marketing
- ❑ Assist Recruitment process & preparation of all Official Letters.
- ❑ Preparation of Daily DN & Invoice as per Delivery
- ❑ Payroll Preparation, PV & Receipt Preparation
- ❑ Coordinate Weekly Meeting & Minutes Preparation

**Academic Qualifications**

Course	University	Year	Status
MBA (HR)	Bharathiar University	2015-2017	Completed
BBA	University of Calicut	2012 - 2015	Completed
HIGHER SECONDARY	Board of HSE	2010 - 2012	Completed
SSLC	Board of Public Examinations	2009-2010	Completed

**Computer Certificate and Literacy**

- Microsoft Office ( Ms Excel, Ms Word, Ms PowerPoint)
- Tally ERP 9 (Financial management Accounting software)
- Peach Tree ( Accounting Software)
- Quick Book ( Accounting Software)

**PROJECTS**

- A study on EMPLOYEE SATISFACTION in FELLAH Silks.

## Skills

- Proficient public relation skills
- Skilled in handling Microsoft Office packages
- Skilled in handling internet and E-mail
- Language:-
  - English, (Level III)
  - Hindi (Level II)
  - Tamil, (Level II)
  - Malayalam (Level IV)

## Extra-Curricular Activities

- Participated & Worked in many Cultural Programs & Activities
- Proven Leadership as a School perfect.

## Personal Details

▪ Full Name	:-SainabaManningayilAboobacker
▪ Date of Birth	:- 23September 1994
▪ Gender	:- Female
▪ Civil Status	:- Married
▪ Nationality	:- INDIAN
▪ Contact No	:- (+973)38865970

## Reference

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