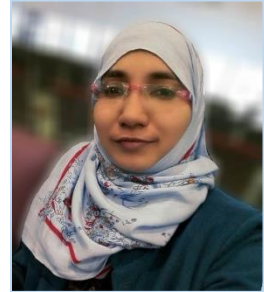


Curriculum Vitae



Hajera Sultana

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Contact: +974-30327586, +91 7093268056

CAREER OBJECTIVE

An ambition to develop my career in a well-established organization that gives an opportunity to show my skills and knowledge. Looking for a position in a dynamic work environment where acquired personal and professional skills are utilized towards diverse job responsibilities continued growth and advancement.

SUMMARY

- Multi-disciplinary professional having 8+ years experience in HR/Admin, Recruiting, Sales and Purchasing.
- Expertise in recruiting, Sourcing, Head Hunting, Team Handling, Reporting, Vendor Management, Inside Sales Management.
- Possess excellent communications and interpersonal skills.
- Innovative thinker with the ability to formulate and implement strategies based on local and tailored customer needs.
- Prioritizing of work, time management skills, written / oral communication skills with excellent leadership qualities.
- A keen learner, an enthusiastic explorer – Capable to implement new innovative methods and strategies to add value.
- Ability to take responsibilities and completing it on time.

EDUCATIONAL QUALIFICATION

- B. Tech in Computer Science Engineering from Jawaharlal Nehru Technological University, Hyderabad, India.
- Intermediate in (Mathematics, Physics, Chemistry) from Board of Intermediate, Hyderabad, India .
- S.S.C from Board of Secondary, Hyderabad, India.

PROFESSIONAL EXPERIENCE

Company: Escomax General Trading Contracting/Aluminium Fabrication Company Kuwait
Designation: Admin cum Project Co-ordinator (Oct-2014 To Oct-2020)

Duties & Responsibilities:

- Track and maintain the records of the staff attendance reports.
- Follow up employees issue of Batakha(ID),Medical Renewal and Passport Renewal.
- Timely inform LOP(Loss of Pay) to the concerned Employee.
- Work Closely with the Project manager Planning projects and Preparing Documents.
- Maintaining and Monitoring Project Plans& Schedules.
- Provide accurate daily updates to the project manager.
- Assist Project Manager in day-to-day Coordination.
- Created Monthly Project Progress Report.
- Monitored Project Tracking System.
- Execution and monitoring of all regular purchasing duties.
- Source, select and negotiate for the best purchase package in terms of quality, price terms, deliveries and services with suppliers.
- Expediting with supplier and ensuring timely delivery of supplies to avoid any stock out situation.
- Preparing monthly procurement reports and submitting to management for review.
- Handling and monitoring of claims to vendors for defectives, shortage, missing materials.
- Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures.
- Monitor and coordinate deliveries of items between suppliers to ensure that all items are delivered to site/store on time.
- Manage Store, Issue and receive good receive notes.
- Performed general office support and administrative task like answering call and directing calls.

Company : Al-Alamiah Glass Co., @ Sabhan Kuwait
Designation : Inside Sales Officer (May-2013-June2014)

Duties & Responsibilities:

- Handling All enquiries, Optimization, Quotation, Estimation and logistic coordination.
- Preparing monthly, weekly or daily sales Report.
- Respond to customer complaints and Build customer relationships
- Maintain and update all ongoing and upcoming projects.
- Record Management (Inquiry/Quotation/PI/Work Orders Etc.)
- Arranging Samples and Technical Data.

Company : MERIKGROUPS FOREX INDICATOR, Hyderabad, India.
Designation : HR Recruiter (2012-2013)

Duties & Responsibilities:

- Independently handled entire Recruitment cycle for all levels. End to end process of sourcing profiles to identifying & finalizing the candidates including salary negotiation, making offers & post offer follow up till joined.
- Recruitment through Employee referrals, internal database, networking, headhunting & job portals.

- Extensively worked on permanent & staffing (contract) positions.
- Conducting initial interview rounds: telephonic, written test etc.
- Designing & posting job descriptions for all positions.
- Responsible for employee reference checks.
- Maintaining various management reports on weekly, monthly basis regarding new joiners, attrition, recruitment status etc.

PERSONAL DETAILS

Name : Hajera Sultana
Spouse Name : Mohammed Salah Uddin
Date of birth : 15/05/1991
Sex : Female
Languages : English, Urdu, Hindi, Telugu, Arabic (up to some extend)
Nationality : Indian, Muslim
Marital status : Married

DECLARATION

I do here by state and declare that the above information furnished is true and correct to the best of my knowledge and belief and I am solemnly responsible for the above stated facts.

Reference and other related qualification/documents can be provided upon request.

*Hajera Sultana
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