

You’re faithfully

**Mohammed Zaki Ulla**

Dear Hiring Manager / Team,

A dedicated, certified **Bachelor of Business management** working as Office Administrator / Branch In charge with **8 years of experience** and multilingual skills seek to join your growing organization as a **Human Resources Executive /Administrative Assistant/HR Coordinator;** I am proficient in a variety of project management software, including programs for office administration and CRM. Competent in prioritizing, Organizing and working with little Supervision.

1. Delivering day-to-day advice, fault resolution Service, and corrections in CRM, Personnel Administration, Organizational Management, Time Management and Training modules.
2. Acting as the main point of contact for clients, responding and resolving a wide range of queries. Maintain and update Clients master data and related info types for Registration of new License with supervisor and employees regarding a wide range of operational CSR Enhancements and CSR development.

My ability to work with a wide range of professionals from varying backgrounds has always been a valuable resource to my employers. My strong communication skills ensure that my place of employment remains productive and professional.

 Please find the accompanying resume for your review.

**CONTACT:**

**+971-55-414-7558**

zakihrexecutive@gmail.com

**Street 17B, Al-mamzar Dubai,**

Mohammed-zakiulla-35b8b6a1

**Mohammed Zaki Ulla**

**HUMAN RESOURCES EXECUTIVE**



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**HUMAN RESOURCES EXECUTIVE**

**ABOUT ME EDUCATION**

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**BACHELOR OF BUSINESS VIVEKANAND INSTITUTE OF**

**MANAGEMENT MANAGEMENT & TECHNOLOGY**

**2008-2010** Karnataka University, Gulbarga, India.

**PUC SCIENCE FARAAN PRE-UNIVERSITY COLLAGE2006 – 2008** Gulbarga, Karnataka, India

I am a Human Resources Executive. I am interested in working for a stable organization that will encourage my growth and development to be the most eﬃcient and eﬀective employee I can possibly be.

**CONTACT WORK HISTORY**



**OFFICE GALADARI MOTOR DRIVING CENTER - UAE**

**ADMINISTRATOR** Maintaining day to day office administration

**9.2012 - PRESENT** task and acting main point of contact to clients.

**HR ASSISTANT IBM, BENGALURU - INDIA1.2011 – 5. 2012** Maintaining organization staff by establishing a

Recruiting, testing, and interviewing program.

**HR ADMINISTATOR ALLSEC TECH LTD, BENGALURU – INDIA**

**7.2010 – 12.2010** Organize, maintain and update employee HRIS

Information as needed.

**+971-55-414-7558**

zakihrexecutive@gmail.com

**Street 23a Hamriya, Dubai,**

Mohammed-zakiulla-35b8b6a1

 LMV, license, Dubai, U.A.E

**PERSONAL INFO PROFESSIONAL SKILLS**

* Staffing and recruiting
* On boarding – Off Boarding
* Interviewing expertise
* Office Administration
* Employee Relations

DOB: 16th July 1988

Language: English, Hindi, Kannada,

 Urdu, Arabic- Beginner

Nationality: Indian

Visa Status: Employment till SEP 2020

Notice Period: 15 Days

* Communication Skills
* Team Player
* Manager Coaching and Training
* Preparing Job Description
* Microsoft office

**HOBBIES CERTIFICATIONS**

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* Best Performance, Sincerity, Dedicated Service & Professionalism Attitude; Award.
* Internal Auditor Course Certification ( **AARKAYS BIZ SOLUTIONS FZE)** DXB
* Customer Service Skill’s Certification (ExecuTrain. Dubai) DXB.

 **RESPONSIBLITIES**

 **Human Resources Assistant**

 **(IBM) 1-2011 – 5 -2012**

* Partnering with hiring managers to determine staffing needs.
* Performing In-person ad phone interviews with candidates.
* Coordinating interviews with hiring managers & Following up on the interview process status.
* Performing reference and background checks.
* Staying current on the company’s organization structure, personnel policy, and federal and state laws regarding employment practices.
* Provide orientations for new employees by sharing onboarding packages and explaining company Policies.
* Coordinate HR projects, meetings and training seminars
* Manage the department’s telephone center and address queries accordingly.

**RESPONSIBLITIES**

**Administrative Assistant /Branch In charge**

 **(Galadari Motor Driving center) 9 - 2012 – Present**

* Completing Documentation check and verifying No Objection Letter Issued to Road & Transport Authority for registration of new file for driving license by Companies in U.A.E.
* Re-Confirming the visa, passport emirates id’s issue and expiry dates and recent pictures along with other documents before saving the data details In Gat and E-Traffic System in RTA.
* Filing of contract Form in RTA application and in CRM as per the requirements.
* Making final checking on the filled application s by verifying all the important details and making sure the data entered in error free.
* Handling financial transactions, issuing payments receipts against cash and credit card payments.
* Communicating with customers with all possible means like, email, phone call, fax and regular mail in person.
* Maintaining client’s records, updating their contract details and other information, and giving details how to track the applications and test date applied In Rta.
* Processing of instructors attendance records, leave application, solving all issue between instructor and student related to training.

**Human Resources Assistant**

**RESPONSIBLITIES**

**Human Resources Administrator**

**ALLSEC 7-2010 – 12 -2010**

* Maintain employee records (soft and hard copies)
* Update HR databases (e.g. new hires, separations, vacation and sick leaves)
* Prepare paperwork for HR policies and procedures
* Process employees’ requests and provide relevant information.

 **(IBM) 2-2010 – 8-2011**

* Coordinate HR projects, meetings and training seminars.
* Collaborate with the Recruiter to post job ads on careers pages and process incoming resume.
* Creating files for all candidates and employees
* Assisted with various HR functions, including adverse applicant reports.

**DECLERATION**

I hereby declare that the above said information is true to the best of my knowledge.

**Place:**

**Date:**

Signature

**[MOHAMMED ZAKI ULLA]**