



Athira Rajan

HR / Administration Officer/

Document controller

MBA

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📍 Flat No 3, Al Yarmook
Sharjah, UAE



Career Objective

Highly-effective Administration & HR Officer delivering successful strategies for maximizing personnel retention and productivity. Knowledgeable in Manufacturing and trading industry compliance. Experienced Supervisor, ensuring team members perform tasks timely and in organized manner. Assign tasks, train employees, provide feedback, mediate interpersonal conflicts and implement company procedures. Excellent communication and Listening skills. Provide leadership and vision which drives teams to meet goals. Highly motivated and positive individual with great organizational and communication skills. Customer service master and efficient problem solver. Deftly manage administrative functions of the practice. Provide thorough answers and solutions and provide an exceptional customer experience. Proficient in UAE Labor Laws. Committed to applying knowledge of current immigration laws to ensure lawful entry and exit from the country. Especially adept at processing visa applications. Specialize in expediting paperwork while ensuring adherence to applicable laws and regulations.



Areas of Expertise

- Payroll Processing
- Renewal of trade license, labor card and Emigration card
- Visa process
- Vat Process
- GRN process
- Preparation of Invoices
- Financial Statement Analysis
- File Maintenance for Labors
- Cash Flow Management
- Handling day-to-day activities
- Budgeting and Forecasting



Education

MBA (Master of Business Administration) : 80%, Bharathiyar University, India (2018)

BCA (Bachelor of Computer Application) : 90%, Amrita Vishwa Vidyapeetham, India (2016)

HSE (Higher Secondary Education) : 95%, Kerala Board, India (2013)



Work Experience

Sales Coordinator/ Document controller



Dhofar Global Tr.Co. LLC, Sharjah, UAE

Oct 2021 – Jan 2022 (Three Month Project)

- Control all aspects of project documentation on multiple simultaneous projects, utilizing various control methods/systems.
- Prepare, operate and update Document Control Procedures in line with the Company's Document Management System.
- Ensure proper document control support is given to each project.
- Produce and maintain Document Progress Reports to Operations Manager and Finance manager.

- Ensure all documentation provided is as per Client quality formatting requirements. Formatting may include correcting templates, fonts and style, pagination and numbering and other activities that may be required to achieve a client's documentation requirements.
- Create Document Control and correspondence folders for individual jobs.
- Work in strict co-operation with the operations Manager to ensure project progress status integration.
- Ensure all templates used with the department conform to the Company standard.
- Processing invoices for all Sales transactions
- Preparing quotations for clients requirement
- Checking prices and contracts are up to date
- Working on SQL system which is using by our departments
- Reporting monthly sales results to CEO and Operations Manager
- Supporting the sales force with general operations to helping reach the team's objections
- Answering phone calls from customers
- Communicating internally important feedback from customers
- Processing delivery notes
- Dealing with and responding to high volumes of emails
- Preparing job package for invoicing purpose and submit to Finance department
- Preparing Contracts draft for any job required
- Store and sort financial and non-financial data in electronic form and present reports
- Handle the processing of all orders with accuracy and timeliness
- Coordinate sales team by managing schedules, filing important documents and communicating relevant information

HR / Administration Officer/ Document controller



Zahrat Al Lotus Tech Cont , Sharjah, UAE

Dec 2018 – Oct 2021

- Recognized throughout longstanding career for ability to develop, implement and manage full-charge computerized bookkeeping functions while overseeing multifaceted office administration procedures.
- In-depth understanding of office management procedures and departmental and legal policies
- Handling day-to-day activities and administrative activities.
- Processing of all paper works related to ministry of Labor, **Immigration, Payroll Processing, Visa process**
- Arrangements of meeting, travel schedule of company director
- Keeping company's confidential matters in safe custody.
- Collecting staff documents for visa process, visa renewal of existing staff and also visa cancellation of resigned staffs
- Coordinating with PRO & Management for the renewal of trade license, labor card and Emigration card of the companies
- Coordinating with PRO & Management for the renewal of trade license, labor card and Emigration card of the companies, Sharjah Free zone renewals.
- Taking yearly medical insurance for staff as per UAE law
- Preparing offer letter and Appointment Letter Confidentially
- Collaborate extensively with external auditors, providing in depth assistance with periodic Corporate and ISO audits.
- Perform Immigration procedures for Employee Visa and Passport related documentation and experience in process of immigration works, RTA related works like vehicle renewals, Salik recharge & fine clearance through online & manually, General Company Documentation with Govt Entities.
- Skilled at Interviewing, Hiring, Training and evaluating employees.
- Excellent organizational and multitasking abilities

- A team player with leadership skills
- Recorded, maintained and monitor attendance to ensure employees
- Coordinate monthly payroll functions.
- Preparation of the (As per the UAE law) **‘VAT’**
- Preparation of invoices and submitting to Consultant for approval.
- Dealing and Preparation of payment for Subcontractors.
- Collection and compiling of all delivery notes and invoices from suppliers and subcontractors
- Dealing with various suppliers and preparation of payments



Technical Skill



- Advanced MS Office (MS Word, MS Excel & MS power point)
- Time management and prioritizing skills to complete work within established timeframes and meet the required deadlines.



Language Proficiency

English	★★★★★
Malayalam	★★★★★
Arabic	★★★★★
Hindi & Tamil	★★★★★



Personal Skills

Flexibility/Adaptability	
Solving problems	
Planning/Organizing	
Management Skills	



Personal Profile

Name : **Athira Rajan**
 Date of birth : 01 March 1994
 Nationality : Indian
 Sex : Female

Marital status : Married
 Religion : Hindu
 Nationality : India
 Visa Status : Husband Visa