

Sub: Application for any suitable position

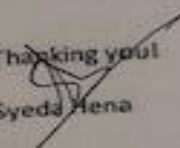
Dear Sir/Madam,

With reference to the above matter, I am keen to submit my Curriculum Vitae for your review and expressing my interest in joining the highly respective organization in the letter herewith.

To be a part of professional organization that offers stimulating environment of empowerment, intellectual Challenge and wealth sharing, gives its employees unparalleled opportunities to be the best I can be. Where I can apply my skill for the progress of the company.

I am sure that I will be a valuable asset to your organization as I am career oriented, possess good interpersonal skills and organizational ability. I am also keen to receive formal training and to develop within a successful and dynamic organization. I will be most willing to furnish additional information if you need them.

I look forward to hearing your response

Thanking you!

Syeda Hena

Syeda Hena

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CURICULAM VITAE



Educational Qualifications

- **MBA From (GIET)**, JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY, [2012] Hyd, India
- **Bachelor of Commerce from** Osmania University, [2010] Hyd, India.

Professional Work Experience GULF & INDIA as a Human Resource, Accounts:

- **Worked with MR Consultant COMPANY** as **Senior manager and general manager (2016-2024)**
- **Worked with**  **Prosper Overseas** as a **HR Manager & Visa Counselor for USA**, Canada, Australia and other Countries **(2016)**.
- **Worked with**  **Bin Fageeh** in **BAHRAIN** [Gulf], as an Accounts and Human Resource Executive to CEO, **[2013]**.
- **Worked with**  **Mass Computers and Hiba Construction** in **BAHRAIN** [Gulf], as an Accounts and Human Resource Executive to CEO, **[2012]**.
- **Worked with**  **Perfect Pincode** as a **Management Trainee** [Real Estate Company] Subsidiary of Balaji Telefilms at Hi-Tech City **[2011-2012]**.
- **Worked with**  **YASHODA HOSPITAL** on project [SOMAJIGUDA] HYD

Strengths:

Confident. Hardworking, Smart working and dedication to work
Strong willpower and Time management. Team Player. Goal Direct
Trust, honest, Enthusiasm for learning and Positive thinking.
Good Communication and Interpersonal skills.

Professional Skills & Responsibility:

- All the activities related to Human Resources Department, Service Department, Customer & Employee Grievances & Accounts Department
- member training, and implementation of customer surveys. Managed daily activities and operation of marketing, lead department, member services, and cash office areas.

- Try to improve efficiency of staff and increase profits while managing the overall operations of a company.
- Duties include managing staff, overseeing the budget, employing marketing strategies, and many other facets of the business.
- Reporting to CEO taking decisions related to the company on behalf of CEO, managing managers and team leaders
- Taking appropriate decisions on right time
- Directly approaching customers to know the pros and cons in company to make
- Financial Counseling for Students applying for Visa and handling Accounts.
- Identifies hiring need, Develop the position description, Recruitment Plan, Organizational chart and recruitment related documents
- Arranging Visa's Formalities for workers, Preparing Offer Letters, Interview Assessment
- Sheets, Salary Sheet, and Residential Permit Renewals.
- Look after Logistics expenses and Expenses Control Strategies
- Preparing Statement of Accounts, Daily expenses Report, Invoices for Accounts Receivables, Arranging Accounts Payable.
- Short listing of CV's, arranging interviews, Documentation, Helping Recruitment Process.
- Listing New Strategies in Marketing got highest rank among all the Management Trainees
- Dealing with accounts and handling daily cash inflows.
- Quick adaptation to the challenging environments. Well familiar to work under pressure
- Passion for learning new terminologies in finance.
- Developed ability to work in fast and paced atmosphere.
- Able to perform duties with high degree of accuracy, independence and confidentiality.
- Excellent verbal and written communication skills in English.
- Ability to interact with all levels of staff and work effectively in multinational environment.

Personal Details:

Name : Syeda Hena

Gender and DOB : Female / Date of Birth 17-04-1982

Nationality/ Marital Status : Indian /Married

Language Known : English,Hindi,Urdu , Arabic(Manageable).

Driving License : Indian

Visa : UAE Resident Permit

Passport Number :C4021896

I hereby declare that the information furnished above is true to the best of my Knowledge

Place: Hyderabad

