



SHABANA JABEEN

INDIAN

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Total work experience in Dubai: 9.5 years

Visa status: Visit visa valid until 14th July 2025

Career Objective:

Seeking **Admin & HR Executive or Executive Secretary position** to utilize the skills and experience gained assisting high level of executives of various industries.

Career Summary:

Possess experience in Administration, HR, Secretarial functions, Public Relations. Effectively handled various roles like Admin & HR Executive, Executive Secretary, PRO, Procurement Executive, Project Coordinator & Sales Coordinator.

PROFESSIONAL EXPERIENCE:

AVANTGARDE LOGISTICS LLC

Position: Admin & HR Executive

Duration: Jan 2023 to April 2025

HR jobs:

- Onboarding process of new employees
- Recruitment process
- Processed new Visas & renewal of expired visas (JAFZA & Mainland)
- Processed Exit formalities of employees
- Employee of the month activity – based on KPIs & Self Appraisals. Issue Certificates & Cash prize.
- Attendance marking & monitoring. Manual/Biometric device/Mobile App.
- Maintain Employee bank details list, assist employees to open bank account for salary.
- Medical Insurance renewals, additions & deletions, medical claim reimbursement
- Renewal of Workmen Compensation Policy, Public Liability, Property All Risks, Freight Forwarders Policy.
- Email/guidance to employees about subscription of unemployment insurance scheme.
- Maintain records(physical/digital) – Employee files, Leave records, Company documents, Offer letters, Increment letters, HR formats etc.
- Schedule inhouse & external events – Onam, Birthday celebration, Iftar party, Corporate events etc., Maintain folder for all Event details, snaps/videos.
- Maintain employees data – Official & personal (in Excel & ERP)
- Prepared/updated & circulated company policies. Ensured employees abide by the company policies.
- Maintain Expiry date lists for upcoming renewals & act accordingly – Employee Visas, Trade license, Lease Agreements, Insurance renewals, Firewall, anti-virus renewals etc.,
- Vehicle insurance & mulkiya renewals
- Prepare Company Organization Chart. Revise when changes in Organization structure.
- Conduct training for employees based on skills required for company's growth.

Admin Jobs:

- Manage office supplies stock and place orders – Stationery, Vending machine items, pantry items, housekeeping items etc.
- Handled DU and ETISALAT Internet & SIM services & technical issues & payments.
- Applied for new SIMs, new landline/internet connections, minutes & data add-ons, manage free devices
- Coordinate with leasing manager for tenancy contracts & Ejari renewals.
- Manage Vending machine services – Contracts, Dallmayr product supplies, AMC, repairs & maintenance (For JAFZA & Main Office).
- Custodian of all keys – Office keys, cabin keys, workstation desks keys, wardrobe keys.
- IT related - Purchase of Laptops, new email ID/signatures, web development, outlook configuration, firewall installation & technical issues of laptops etc.,
- Maintain Inventories list for stationery, Pantry items, Printing & Stationery, TV, CCTV, Equipments-forklift trolley, Air coolers, Air Conditioners etc, Corporate gifts-T-Shirts, Diaries, Mugs etc.
- Manage company assets - Laptops & desktops, SIM Cards, handsets issued.
- Paid Utility bills – ETISALAT, DU, DEWA. Maintain records.
- Generate ENOC ViP Report from Portal – vehicle-wise. Check balance & top-up.
- Generate SALIK Report from Portal – vehicle-wise. Check balance & top-up.
- Printer issues – Coordinate with Printer supplier & followup until rectified
- AMC for AC repairs, Fire Extinguishers, CCTVs, vending machine etc.
- Printing jobs-Business cards, business promotion items
- Petty cash maintenance & settlement of bills with Accounts dept.

PRO Jobs (Online & personal visits):

- JAFZA Visa process - Online – Dubai Trade Portal
- JAFZA Trade License - Online - Dubai Trade Portal
- JAFZA Lease Agreement - Online - Dubai Trade Portal
- JAFZA Establishment Card - Online - Dubai Trade Portal
- JAFZA Visa cancellation - Online - Dubai Trade Portal
- JAFZA Gate pass - Online - Dubai Trade Portal
- Documents download & upload in JAFZA Portal - End of Service form, Exit papers, Authorization Certificate, NOC for license activity, Salary Certificate etc.,
- Mainland Trade License - Visit to Ontime Govt. Services Center
- Mainland Lease Agreement - Coordinate with Landlord
- Mainland Establishment Card - Amer Center
- Apply/renew for NOC from Dubai Civil Aviation Authority – DCAA Portal
- Visit DCD for renewal of 24/7 DCD Certificate
- Renew vehicles Mulikya on RTA Portal
- Pay vehicle fines on RTA Portal
- Visit RTA/Tasjeel for transfer of vehicle ownership for sale for company vehicles
- Apply for DEWA connection for new premises. DEWA disconnection process also.
- Visit Post Office for company post box issues and renewal.
- Apply for Employees list, Portal transactions list – download when generated.

HATCH CONTRACTING LLC

Position: HR & Admin Officer

Duration: Sep 2021 to October 2022

Key Responsibilities:

- Recruitment
- Payroll
- Employees Onboarding till final settlement formalities.
- New visa, renewal visa, cancellation
- Medical Insurance, Vehicle Insurance/renewal, workmen compensation, CAR policy
- Vehicle maintenance
- Drivers in charge (in-house and outside drivers)
- Transportation arrangement (Site employees & Office staff)
- Overtime verification & payment
- Employees' local leave & vacation records, check eligibility & book Air Tickets.
- Employee grievances (disciplinary action)
- Tenancy Contracts (Office, Warehouse, Labor Accommodation)
- Attendance management
- Issue Job Offers, Increment letters, Memos, Warnings, Termination letters.
- Fine payments (RTA, Dubai Police, Transport & other Government authorities).
- Monitor/issue company mobile SIMs & bills payment (ETISALAT)
- Office Automation maintenance (PCs, Laptops, Photocopier, Attendance device)
- Project/Site Coordination (day & night)
- Uniform – Site Employees (Process for printing, issuing, maintain inventory)
- Tools inventory (issuing & maintain inventory)
- Maintain employee database, personal files, general files.

HASSANI GROUP OF COMPANIES

Position: Procurement Executive

Duration: July 2020 to August 2021

Key Responsibilities:

- New Vendor Registration.
- Enquiries against Purchase Requests.
- Coordination with Suppliers for quotations, product catalogues, delivery status,
- Review deliveries against LPOs and follow-up for pending material.
- Issue LPOs (Cash & Credit Suppliers)
- Allocate cash to drivers for purchasing cash items, assign location wise/vehicle wise collection of material to each driver and maintain expenses statement on daily basis.
- Coordinate with Stores for material receiving and stock update.
- Prepare price comparison (Entering prices quoted by each supplier, negotiate with Supplier for discounts, process for approval of final Supplier to issue LPO).
- Maintain logbook for drivers.
- Assign Technicians, Plumbers and Carpenters for maintenance works of various divisions (AC dept, MEP dept, Head Office). Monitor till completion of job assigned. Process for procurement of material required for maintenance related jobs.
- Prepare weekly report for internal projects handled by in-house maintenance team.
- Mark attendance of Technicians, Plumbers, Carpenters and Staff on daily basis. Prepare monthly attendance report with Overtime and submit to Accounts for salary process.

DISI LLC

Position: HR & Admin Executive

Duration: April 2018 – Dec 2019

Key Responsibilities:

- On boarding of employees, issue Offer letter, Orientation, assigning job profile etc.,
- New visa, renewal visa, cancellation
- Maintain employee database, personal files, general files.
- Maintain Employees local leave & vacation records, check eligibility & book Air Tickets.
- Issue Increment letters, Warnings, Termination letters.
- Fine payments (RTA, Dubai Police, Transport & other Government authorities).
- Renew Tenancy contracts, Employment visas, Emirates IDs, Labor Cards, Vehicle Service Contracts, Mulkiya/Registration cards, Vehicle Parking cards, Advertising Permits etc.
- Insurance policies - Medical, Vehicles, PAR, Public Liability, CAR, Workmanship Compensation.
- Coordinate with Factory-in-Charge, Foremen of Sites and factory regarding laborers issues.
- Fill & submit Online/manual Prequalification Forms, along with all relevant documents required by the Client.
- Track vehicle movements and alert drivers in case of misuse of vehicles.
- Prepare Overtime Statements of Site laborers and Drivers.
- Resolve issues related to Office Landline Connections, fax, Office SIMs, Internet connections & process for bills payment (DU and ETISALAT)
- Negotiate and finalize AMCs of Office Automations at head office and factory.
- Recruitment
- Process Exit Interview, take possession of vehicles, laptops & company provided items when employee is proceeding for vacation or exiting the company.
- Visit Government Offices – MOL, TASHEEL, MOID, Police Station in case of unresolved Government Service related issues.

GOLDLINE CONTRACTING LLC

Position: Administrator

Duration: June 2014 – March 2018

Key Responsibilities:

- Secretarial services to the Director and AGM from prioritizing calls, drafting emails, Circulars, Inter Office Memos, organize and coordinate meetings with Clients, Consultants, Civil/MEP Sub-Contractors and Suppliers.
- Monitor incoming & outgoing correspondence, tender documents – prioritize & dealt issues independently.
- Complete Tender Prequalification requests, expression of interest, Tender Invitation confirmation, tender Invitation regret, tender time extension, pre and post tender correspondences to Client/Consultant etc.
- Circulate information about the awarded projects and Prepare checklist of the documents to be processed/collected pertaining to the awarded projects.
- Send Inquiries to the Sub-Contractors & follow-up for quotations for the project related works. Prepare summary of quotations and process for finalization.
- Collect Prequalification documents from the Sub-Contractors and update database of Sub-Contractors regularly.
- Prepare drafts of Contracts, Subcontracts, Letter of Indents and Variation Orders etc.
- Maintain and control all the documents related to Completed, Ongoing and Upcoming projects, Civil & MEP Sub-Contractors, Clients, Consultants, Interim Valuations, Payment Certificates, Tender submissions, Inquiries, Quotations, Variations, MOMs etc., and ensure proper retrieval of the same.

Education & Certification Courses

- Executive MBA in HRM
- Bachelor of Arts
- English Typewriting Course
- English Shorthand Course
- Certificate in Office Computing - MS Office

Personal Information

- Marital Status : Single
- Nationality : Indian
- Religion / Caste : Islam / Muslim
- Mother Tongue : Urdu
- Language Proficiency : English, Hindi, Kannada

Visa status

- Visit visa valid until 14th July 2025.