

ANAM AFREEN
Phone : 971585245273
Dubai,Uae.



AREAS OF EXPERIENCE

Ability to generate sales

Generation

Note taking

Being Willing

Answering queries

Absence management

Calendar management

PERSONAL SUMMARY

An assertive professional with outstanding interpersonal, communications, negotiation and people management skills is seeking a successful career to obtain a rewarding position where my abilities and experience will realize their fullest potential with an organization that offers challenges, professional development and rewards commensurate with results achieved.

CAREER HISTORY

Fashion Consultant , Brooks Brothers Pvt Ltd.
Hyderabad,
Jan 2017 - Nov 2018

Fashion consultants supply professional fashion advice and recommendations to individuals, customers or companies. They use their knowledge of trends and fashion principles in order to assist others in the realm of fashion.

- Consultants in order to advice customers and clients in making fashion decision.
- Obtaining retail or customer service.
- Possessing sales abilities.
- Demonstrating a professional demeanour and sense of style.
- Putting together new employee starter packs.
- Carrying out background and reference checks on prospective employees.
- Providing professional advisory support to company employees.

CAREER STATEMENT

"I feel that my greatest strengths are firstly my strong commitment to providing a professional service to fellow colleagues. Secondly my skill at developing and maintaining a close working relationships with people from all social backgrounds, which in turn helps me to gain a in-depth understanding of their individual needs. Thirdly my real passion for the HR field as a whole, an obsession which allows me to spot trends and develop best practise processes."

HR Assistant , Fashion House Group Pvt Ltd.
Vijaynagar, Hyderabad
December 2018 till continue.

Was responsible for providing a first class proactive administrative HR support service to colleagues in the Human Resource department. Also involved in providing assistance in the recruitment and hiring process

- Arranged pre-employment medical examinations.
- Processed payroll information in a accurate and timely manner.
- Updated and maintained staff bulletin boards & newsletter.
- Filed electronic and hardcopy documents.
- Handled all employee for time off requests and grievances.
- Sent out relevant contractual information.
- Followed up on all outstanding issues.
- Escalated operational issues to senior management.
- Analysed complex data and documentation.
- Prepared high quality paperwork and documentation.
- Made travel arrangements & organised accommodation for senior managers.
- Plan and execute events on various occasions

PERSONAL SKILLS

Competitive
Deadline led
Energetic
Time management
Decision making
Attention to detail
Excellent communicator
Tactful & articulate
Problem solving
Quick thinking
Team player
Conflict resolution
Professional mannerisms
Integrity

PERSONAL DETAILS

Nationality: Indian
Date of Birth: 24-09-1998
Marital Status: Single
Passport no:
Visa Status: Visit
Contact : 971585245273
Anamafreen00@gmail.com

KEY COMPETENCIES AND SKILLS

HUMAN RESOURCES AND ADMINISTRATION

- Negotiating with candidates , employers and related third parties.
- Tactfully resolving disputes between different parties.
- Handling all confidential information in a professional manner.
- Having in depth conversations with people over the phone & face to face.

PROFESSIONAL

- Working in fast paced, high transaction volume environment.
- Ability to organise & prioritise workload within any setting.
- Knowledge of monitoring progress in a employees career.
- Completing all tasks in a timely ,organised and professional manner.
- Ability to communicate effectively in English, both orally and in writing.
- Maintaining all HR paperwork to ensure compliance with relevant legislation.
- Able to work on multiple projects simultaneously
- Able to work closely with other professionals as part of a team.
- Strong influencing and communication skills.
- Ability to pick up new skills and knowledge quickly.
- Can function in a fast-paced environment.
- Comfortable with being the 'go to' person in a company.
- Thinking laterally to create options and solutions.
- Positive 'can do' attitude towards work.

ACADEMIC QUALIFICATIONS

Bachelor Of Commerce
St. Marys college, Yousufguda (Osmania university)

ISC (10+2)
Villa Marie jr College (Board of Intermediate Education)

ICSE (High School)
Indian School Certificate Examination (ICSE Board)

REFERENCES - AVAILABLE ON REQUEST.