



# SANU KABEER

## CONTACT

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Dubai, UAE

## LANGUAGES

ENGLISH ██████████  
HINDI ██████████  
MALAYALAM ██████████  
TAMIL ██████████  
ARABIC ██████████

## PERSONAL DETAILS

Date of Birth : 30/05/1988  
Gender : Male  
Nationality : Indian  
Marital Status : Single  
Visa Status : Visit Visa  
Passport No : U2362110  
Expiry Date : 13/12/2030

## PERSONAL SKILLS

Comprehensive Problem Solving Abilities, Excellent Verbal and Written Communication Skill, Willingness to Learn, Team Facilitator.  
Hard working, Energetic, Quick Learner, Self-Management, Multi- Talented, Punctuality, Flexibility.

## Profile Summary

Seeking a challenging and responsible position in an enterprising organization where opportunities & skills and abilities can be efficiently utilized and achieve professional experience in a esteemed progressive organization.

## Education

SSLC : JOHN MEMORIAL HIGH SCHOOL, BHARANICAVU, YEAR-2004 (45%)  
PLUS 2 : K.P.S.P.M VHSS EAST KALLADA, YEAR- 2007(62%)

## Computer Education

BCA (Bachelors Degree in Computer Applications)  
MS Office  
BHARATIYA VIDHYA PEEDOM UNIVERSITY  
YEAR-2010(60%)

## Work Experience

**HR ASSISTANT**  
**WINGS TECHNO SOLUTIONS, BANGALORE, INDIA**  
**(SEPTEMBER 2021 TO JULY 2022)**

### Key Result Areas:

- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to human resource executives
- Compile and update employee records (hard and soft copies)
- Coordinative communications with candidates and schedule interviews.
- Assist our recruiters to source candidates and update database.
- Manage the full recruitment cycle, including posting job ads, Screening resumes, conducting initial interviews, arranging candidate interviews with hiring manager for all the assigned positions.
- Utilize social media, Job boards, and other recruitment tools to source and attract top talent.
- Develop and maintain a talent pool of qualified candidates for future job openings.

**OFFICE ADMINISTRATOR**  
**GRAND PRIME STAR GROUP , DUBAI.**  
**(18/08/2018 - 10/05/2020)**

### Key Result Areas:

- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers
- Support all internal and external HR-related inquiries or requests.
- Maintain digital and electronic records of employees.

- Serve as point of contact with benefit vendors and administrators.
- Assist with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts.
- Maintain calendars of the HR management team.
- Oversee the completion of compensation and benefit documentation.
- Assist with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars

- **ADMIN ASSISTANT & STORE MANAGER ,  
The Leela Group, Kerala, India  
(04/02/2011 – 12/08/2017)**

**Key Result Areas:**

A store manager is responsible for overseeing the daily operations of a store, making sure it runs smoothly and effectively. Their duties include motivating sales teams, creating business strategies, developing promotional material, and training new staff.

## SKILLS

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- Document Controller • Windows XP •
- Internet Client Relationship • Customer service
- HR Operations • Administration
- Software Programming • Software installation
- Software updating • Technical support
- Trouble shooting • MS Office

**Declaration**

I hereby declare that the above given information are correct to my best of knowledge and belief.

**SANU KABEER**