



AMEER SUHAIL E.M

HR & Admin Assistant with 6 years of administrator experience. Demonstrated skills in managing records, responding to employee questions and providing Operational support. Passionate about Database management, Vendor & Client relationships, Sales & Marketing ability.

WORK EXPERIENCE

HR & ADMIN ASSISTANT 2021 - Present Al Waha Hygiene Pest Control and Facilities Services Dubai, United Arab Emirates

- Provide administrative support for HR officer
- Organize, compile, update company personnel records and documentation
- Manage and update HR databases with different information such as new hires, terminations, sick leaves, warnings, vacation and days off
- Prepare, manage and store paperwork for HR policies and procedures
- Answer employees' questions and provide requested information
- Submit timely reports and prepare presentations, proposals & Service agreement as assigned
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Assist colleagues whenever necessary

STORE IN-CHARGE 2018 - 2021 Galadari Food & Beverage Division (Baskin Robbins), Dubai, United Arab Emirates

- Motivate the sales team to meet sales objectives by training and mentoring staff
- Create business strategies to attract new customers, expand store traffic, and enhance profitability
- Ensure store compliance with health and safety regulations.
- Undertake store administration duties such as managing store budgets and updating financial records
- Manage store inventory and oversee receiving orders and stock control.

ADMINISTRATOR 2016 - 2018 Future Point Educational Consultancy, Karnataka, India

- Prepare and analyse financial statements for the management team
- Manage databases and document processes and systems implement
- Analyse and review budgets and expenditures and prepare administrative reports

EDUCATION

BACHELOR OF COMMERCE 2016
SRINIVAS INSTITUTE OF MANAGEMENT STUDIES
Mangalore University, Karnataka, India

CLASS XII 2013
SRINIVAS P U COLLEGE (Commerce)

CLASS XII 2011
JAIMATAHA ENGLISH MEDIUM SCHOOL (CBSE)

CONTACT

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📍 Dubai, United Arab
Emirates

EXPERTISE

- Communication
- Time Management
- Commercial Awareness
- Organizational
- Executive Reporting
- Sales Ability
- Creative Thinking
- Problem solving
- Vendor & Client relationships

ACHIEVEMENT

Received an award from Baskin Robbins for sincere dedication and outstanding performance

CERTIFICATION

- TSI Quality Services Person-in-Charge Award Certificate from Dubai Municipality.
- Certified in Brand Training Program at Baskin Robbins, Dubai, UAE