

SAYED ALI S

HR CO ORDINATOR

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ABU DHABI, UAE HR CO-ORDINATOR Career Objective I look forward to an experience that is both intellectually and professionally valuable. I hope to see myself grow as a professional and as an individual working in an innovative and competitive world. I wish to contribute to the organization with hard work, sincerity, patience and dedication.



Skills

- ◆ Interpersonal and communication skills
- ◆ Office Management
- ◆ Problem-solving skills
- ◆ ALLEN SOLLEY, India
- ◆ Designation : Sales Representative
- ◆ Department : Sales
- ◆ Tenure : 2020 – 2021 (10 Months)
- ◆ Job Responsibilities
- ◆ Customer Handling
- ◆ Billing and Invoice ◆◆◆◆◆
Excellent
- ◆ Cash Management ◆◆◆◆◆
Excellent
- ◆ Daily Report to the Management ◆◆◆◆◆
Excellent
- ◆ Stock Handling ◆◆◆◆◆
Excellent
- ◆ HR Activities (Recruiting and payroll) ◆◆◆◆◆
Excellent
- ◆ Software's and OS known ◆◆◆◆◆
Excellent

Windows 7 & Windows 10, Care Data

◆◆◆◆◆
Excellent

MS Office-Word, Excel, Power Point etc.

◆◆◆◆◆
Excellent



Work History

Jan 2022 - Front Office

Current

ACCURACY PLUS MEDICAL LABORATORY, Abu Dhabi

- Billing & Registration
- Handling administrative works
- Data Entry and Data Management
- Respond to the issues and queries
- Manage Bill, Vouchers and Cash.
- Managed multiple tasks and met time-sensitive deadlines.
- Responded to inquiries from callers seeking information.
- Checked-in visitors, distributed visitor badges and managed logbooks to comply with security initiatives.
- Maintained confidentiality of information regarding clients and company.
- Kept reception area clean and neat to give visitors positive first impression.
- Provided callers with address, directions, company website and related information.
- Answered large volume of incoming calls daily to resolve customer issues and schedule appointments.
- Resolved customer problems and complaints.
- Answered phone promptly and directed incoming calls to correct offices.

Aug 2021 - HR Coordinator

Nov 2021

EDELWEISS TOKIO LIFE INSURANCE, Bangalore

- Time Management
- Talent Management
- Wages and Salary
- Benefits and Compensation
- Recruitment
- Pre-Employment Screening
- Completed employee employment verifications and unemployment paperwork prior to hire or termination.
- Entered personnel and subcontractor data into central database.
- Supported human resources staff with new hire orientations and monthly departmental meetings.
- Edited job position announcements before authorizing post.

Jul 2020 - Sales Representative

Apr 2021

Allen Solley, Kollam

- Developed and delivered engaging sales presentations to convey product benefits.

- Created professional sales presentations and seminars to effectively demonstrate product features and competitive advantages.
- Met with existing customers and prospects to discuss business needs and recommend optimal solutions.
- Met frequently with technical, product management and service personnel to stay current on company offerings and business policies.
- Documented customer interactions using SalesForce to capture data in processing system.
- Expanded customer base and boosted profit within product line.
- Boosted brand awareness, implemented promotional campaigns and employed sales tactics as part of territory development.
- Implemented brand marketing and sales campaigns.
- Trained and mentored new sales representatives.
- Implemented marketing strategies and techniques, increasing revenue and customer satisfaction.
- Achieved monthly sales goals by promoting product benefits and enrolling new clients.

Sep 2021 - Mar 2022 Event Manager

Big Day, Kollam

- Hired and cross-trained staff members for various event-specific functions and assessed employees' understanding of associated processes and procedures.
- Oversaw preparation and management of event budgets to deliver at or below projected costs.
- Negotiated with vendors to achieve most favorable terms.
- Maintained and built comprehensive database of industry contacts, vendors and venues.
- Liaised with clients to determine exact event requirements.
- Coordinated florists, photographers and musicians during for events.
- Prepared invitations to send out to guest lists.
- Coordinated with kitchen or catering staff on delivery, timing and service style of food.
- Searched and negotiated suitable venues per setup requirements and budget constraints.
- Nurtured and built relationships with vendors, venues and industry contacts to obtain best pricing and services for events.
- Developed and implemented successful marketing plans to generate event revenue.
- Managed administrative logistics of events planning, event booking and event promotions.



Affiliations

MBA in HR Marketing – Karnataka College of Management, Bangalore
 B.COM - MSN Institute of Management Technology
 12th Board of Higher Secondary Examination, Kerala.
 10th Board of Secondary Education, Kerala.