



MARIA NIBAS

Senior Admin Executive



 : 01 Nov 1989

 : nibas.37@gmail.com

 : +965 65676624

 : State of Kuwait

Personal Statement

An innovative and strategic Senior HR / Admin Executive with “**Twelve Years**” of significant exposure to support various department directors and management in providing HR / Administrative services towards the growth and easy flow of an Organization.

Throughout my career I have demonstrated to my employers an exceptional faculty for meeting Organizational objectives and demands. Easy going by nature and able to get along with both work colleagues and senior managers; currently looking for a suitable “**Senior HR / Admin Executive**” position in your esteemed organization.

Profile

Applying for the position of “Senior HR / Admin Executive” in your esteemed organization. I am very passionate & a person comfortable with the project that require multi-tasking. Interested in fighting up with this company and willing to learn new things.

Professional Skills

Languages Known:

✓ English	<div style="width: 100%; height: 10px; background-color: #4a4a8a;"></div>	Advanced
✓ Hindi	<div style="width: 100%; height: 10px; background-color: #4a4a8a;"></div>	Working
✓ Tamil	<div style="width: 100%; height: 10px; background-color: #4a4a8a;"></div>	Native
✓ Malayalam	<div style="width: 100%; height: 10px; background-color: #4a4a8a;"></div>	Working

Software's:

- ✓ HRIS System
- ✓ SAP Modules
- ✓ Document Management System
- ✓ MS Office Suite / Office 365
(Word, Excel, PowerPoint)
- ✓ Adobe Acrobat & Photoshop

Expertise Summary

- ✓ Excellent verbal and written communication skills
- ✓ Fully discreet, ethical and confidential in all office matters.
- ✓ Expertise in prioritization, relationship building and presentation techniques.
- ✓ HRD & Administrative Skills
- ✓ Payroll Generation, Performance appraisal & Career Progression
- ✓ Leave & End of Service Benefits
- ✓ Meeting objectives & Time management skills
- ✓ Client Acquisition

Academic Education

- ❖ **M.B.A in Human Resource Management (HR & M)**
“Manonmaniam Sundaranar University”, India
- ❖ **B. Sc. Information Technology & Management (IT & M)**
“Madurai Kamaraj University”, India

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Employment Chronicle

✚ **Afcons Infrastructure Limited (A Shapoorji Pallonji Group),**
Role : Senior Admin Executive - (Dec' 2016 to Present)
Location : State of Kuwait

✚ **Al Rajhi Construction LLC,**
Role : Executive Secretary - (Oct' 2012 to Dec' 2016)
Location : Dubai, United Arab Emirates

Job Responsibilities:

- Assists Managers with Customer / Client inquiries.
- Schedules and coordinates appointments and meetings.
- Assists in meeting preparation, set-up and clean up.
- Manage a computerized environment that permits creating, capture, organization, store, retrieval, manipulation and controlled circulation of documents in the electronic formats (EDMS system).
- Maintaining a clean and gratifying working environment around office premises
- Assisting the HR department in recruiting activities such as scheduling interviews, onboarding candidates, coordinating and executing training and other office events
- Coordinating with Government agencies for permits & renewal
- Organizing, compiling and updating company records and documentation
- Oversee staff attendance, leave schedule, travels, roster schedule, and record medicals as well as maintain training matrix
- Reviews, updates and maintains proper filing of staff archives and Employees Information list
- Assist in preparation of Leave and End of Service benefits
- Conducts exit interviews, writes-up and archives the respective reports
- Liaising with internal and external parties for smooth administrative functioning
- Monitoring Telephone Expenses of the Employees as well as management

✚ **Accenture,**
Role : Billing Administrator - (June 2011 to June 2012)
Location : Chennai, India

Job Responsibilities:

- Preparing invoices, obtaining billing approval and calculating incoming dues, ensure billing issues are current and resolved.
- Keeps detailed records of transactions made.
- Reconcile billing records and report income projections to management
- Participating in month-end closing, calculates billing income and prepares client-customer statements for the following month.

Passport Details

Passport Number : U9091537
Place of Issue : Madurai
Date of Issue : 02 July 2021
Date of Expiry : 01 July 2031
Visa Status : Permanent Residence

Reference

- Available upon request

End of Resume