



QURAT-UL-AIN

Email: qurat2023@hotmail.com

Phone: 050 8995915

PERSONAL INFORMATION

- DOB: 22-05-1992
- Gender: Female
- Visa Status :
Fathers
Sponsored (valid
till 22-10-2025)
- Address: Al
Nabba- Sharjah-
Near Mudeeriya
- Languages:
English, Urdu,
Arabic
- Hobbies:
Academic
Writing, Digital
Arts, Books
reading.

SUMMARY

Overall 8 years of experience in analyzing business process with in UAE Trading, Healthcare, IT, Building construction and Infrastructure sectors. Competent in all managerial facets of organizational documentation and project management. Moreover knowledgeable in commercial, customer, and consumer communication methods, Capable of instructing and presenting organization's staff and customer base according to set organizational directions. Assisting team in preparation, execution as well as record keeping of official documents such as Company policies, Employee handbooks, Project diagrams, Job descriptions and Training manual. Lastly also responsible of supporting business communications.

EXPERIENCE

MAP Group of Companies (October 2021- Till date)

Logistics/Procurement Executive-

RESPONSIBILITIES:

- Coordinate with international & local suppliers to ensure on timely delivery.
- Responsible for documentation requirement of import and export of materials.
- Coordinate with warehouse on the shipment/delivery of ordered items.
- Negotiate with Vendors on purchasing (in terms of best price & delivery) -in absence of responsible person.
- Ensure receipt of invoice from the vendors and forwarders & forward the same to accounts department for payment process
- Maintain complete updated purchasing records/data in the system.
- Responsible for making shipment arrangements for inbound and outbound.
- Negotiate prices with logistic companies/shipping companies and freight forwarders to ensure availing the best market rate.
- Booking sub-contractors and ensuring they deliver within agreed terms.
- Handling shipment clearances.
- Tracking and monitoring shipments to ensure on time delivery.
- Develop reports on cargo movements and various operational

EDUCATION

- **MBA in Management**
 - SZABIST- Dubai
 - CGPA- 3.63/4
 - 2014-2016
- **BBA in Management**
 - SZABIST- Dubai
 - CGPA- 3.64/4
 - 2010-2014

SKILLS

- Adobe Photoshop
- Microsoft Word
- Microsoft Power point
- Microsoft Excel
- Team player
- Leadership
- Socialization
- Creative Thinking

logistics issues.

- Update stakeholders on the status of their shipments in transit.

Company HR Secretary-

RESPONSIBILITIES:

- Board/supplier Meeting management {Conducting meeting and preparing Agenda/Minutes}.
- Diary management for the Board members.
- Liaising with PRO for New, renewal and cancellation process for employees (Visa Labor)
- Processing Employee/ company insurance.
- Aiding finance department in Payroll.
- Preparation of all corporate documents (Employee handbook, Company departmental policies preamble, Job Descriptions, Offer Letter, Termination Letters, Salary / NOC creation).
- Executing On boarding process and orientation for new employees.
- Supporting company leadership and supervising administrative department activities for staff members.
- Maintain and updating record for company projects hard and soft copy)
- Corporate documents renewal such as trade license, trade registration, MOA, chamber of commerce and fire & safety certificates.

China State Construction Engineering (June 2020- September 2021)

Document Controller -

RESPONSIBILITIES:

- Control the documents and data control activities / movements.
- Establish and Maintain a Centralized System for the control of company correspondence.
- Maintain up to date Database Register showing document details and revision status.
- Establish a Distribution Matrix for allocating controlled copies of documents as necessary to Company staff or Organizations (Client, Contractors, Sub-Contractors, Suppliers, etc.)
- Logging of all Correspondence, Drawings, Procedures, Standards, Specifications, Vendor Drawings, Purchase Orders, Data Sheets, Manuals, etc. and generate internal transmittal for internal circulation of the same.



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ANNIEZCREATION



050-8995915



[HTTPS://WWW.LINKEDIN.COM/IN/QURAT-UL-AIN-SAJJAD-73818666/](https://www.linkedin.com/in/qurat-ul-ain-sajjad-73818666/)

CERTIFICATIONS:

- IELTS- Score 7
- (2023-2025)

INTERNSHIP:

- SZABIST
- ADMIN and MARKETING
- (2017)

DEPT EXPERIENCE:

- Procurement
- Logistics
- Administration
- HR
- Records
- Business communication

- Co-ordination and control of Engineering Documentation, QC Documentation (Inspection Records), Suppliers Documentation, Subcontractors Documentation with Client/Contractor as well as internal review approval of Subcontractors documentation.

Book Point.ae
(January 2018- May 2020)

Administrative secretary -

RESPONSIBILITIES:

- Handling basic office tasks, such as filing, answering emails and phone calls, and data entry.
- Coordinating schedules and managing calendars for multiple parties to ensure that activities are properly arranged with no conflicts.
- Arranging and representing company related events.
- Making travel arrangements and preparing documents, presentation materials, and facilities for meetings.
- Entering and updating company, employee, and client records.
- Ordering, storing and distributing office supplies/ inventory.
- Directing, reviewing, and optimizing office operations to increase accuracy, productivity, and efficiency and reduce costs.

Archives Clerk -

RESPONSIBILITIES:

- Handling intake, scanning, verification, and storing documents.
- Filing and archiving relevant documentation.
- Retrieving files for other employees and customers when needed.
- Designing templates for documents, file types, and document databases.
- Checking and editing documents for accuracy and compliance.
- Controlling and recording the flow of documents in and out of the department.
- Reporting errors or developments regarding document storage.
- Ensuring the secure destruction and disposal of sensitive documents.
- Updating and maintaining document management systems and physical records.
- Maintaining the security of confidential documents.
- Assisting employees with accessing documents through our document management system.



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Central Private Hospital (June 2016- July 2017)

HR Assistant –

RESPONSIBILITIES:

- Secretary to the HR Manager, coordination of meetings, schedules keeping, arranging meetings also keeping reception in check.
- Document handling and management for Ministry of Health: New, renewal and cancellation of MOH license for medical license holders.
- Ministry of immigration: handling process of new, renewal and cancellation for hospital sponsored visa.
- Other Responsibilities; File Room In-charge (document controller)- Documentation of records (hard copy and soft copy).
- HR and PRO aid- Reminders for renewals, Selection of candidate pool, interview scheduling and On boarding for new employees.
- Employee relation officer-Certificate making (salary, experiences etc) as and when required by the employee, dealing with employee grievances etc.
- Secretary to the HR Manager, coordination of meetings, schedules keeping, arranging meetings also keeping reception in check company assets.
- Ministry of labor: handling New, renewal and cancellation process for employees



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