



HAJERA

PROFESSIONAL SUMMARY

Obtain a position as a team-player in a people-oriented organization where I can maximize my customer service experience in a challenging environment to achieve the corporate goals, seeking an opportunity where I can make the best of my potential and contribute to the organization's growth.



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Dubai, UAE



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WORK HISTORY

JUNE 2024 – October 2025

AL FENOUN TRANSPORTATION AND TYPING CENTER – Administrative Assistant, Dubai

- Making invoices
- Following with tenants Payments
- Managing company Documents
- Preparing for Employee Medical
- Applying for employees ILOE insurance
- Preparing NOC for Vehicles
- Preparing for the Lease Agreement
- Prepare and issue letters or documents for employees (Salary Certificate/NOC/Experience Certificate etc.)
- Process new /renewal/cancel visa for employees
- Process new/renewal/cancel labor card for employees through Tasheel
- Coordinate and process Emirates ID and Medical
- Process company vehicle registration renewal
- New/renewal/amend of trade license through DET

1 Year 4 Month

SAI NURSING HOME (Vijay pharmacy)- In-Store Manager, INDIA

- Sourcing and procuring medical supplies, equipment, and pharmaceuticals
- Inventory management- pricing and promotion
- Negotiating contracts with suppliers to ensure cost-effectiveness and quality of products
- Managed inventory levels to prevent stock outs and minimize wastage
- Collaborated with department heads to assess needs and develop purchasing strategies
- Oversaw the purchasing process from requisition to delivery, ensuring timely and accurate fulfillment of order

EDUCATION

High school from St.

Anthony (INDIA)

LANGUAGES

English

Advanced

Hindi

Native

Telugu

Advanced

Urdu

Advanced

1 Year , 4 Month

Vijaya diagnostic – PRE (patients relations Executive) INDIA

- Managed front desk operations
- scheduling appointments
- Assisting phone calls
- Ensured accuracy and completeness of patient records in compliance with regulatory standards.
- Maintained patient records and ensured confidentiality of sensitive information

Skills

- Mail organization
- Time Management
- Windows 8 & XP
- Internet Proficiency
- Work with multiple software (Sufalam, HMS, Profit maker, CRM & Sales Force)
- A Quick Learner
- Teamwork
- Word, Excel, PowerPoint, and Outlook
- MOHRE
- Content Writing

ADDITIONAL INFORMATION

- Visa Status: - Cancelled Visa

CERTIFICATIONS

Bachelor of Art in Political Science from PGRR Degree College of Education (INDIA)

10+2 From Sangam Laxmi Bai Junior College (INDIA)