

ASWANI

HR & ADMINISTRATION



CONTACT INFORMATION

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EDUCATION

MBA in HR, Bharathiyar University,
Tamil Nadu

SKILLS

- Database management
- Shipping procedures
- Multitasking
- Supply chain management
- Problem solving
- Time management
- Credit cards
- Product knowledge
- Payroll
- Client relation management

COURSES

- Tally
- Medical coding
- Medical transcription

LANGUAGES

English, Hindi, Malayalam, Tamil

PROFILE

Experienced Logistics Coordinator qualified in data management and effective in leading initiatives to improve efficiency and reduce costs. Dedicated professional with more than seven years of experience streamlining operations.

WORK EXPERIENCE

Emirates NBD, Pact Employment Service LLC | Sales Officer

2025 - Present

- Identifying and targeting potential clients for banking products and services.
- Assisting customers in understanding their financial needs and recommending appropriate solutions.
- Building and maintaining strong relationships with clients to enhance customer satisfaction.
- Conducting market research to identify new business opportunities and industry trends.
- Achieving sales targets by promoting and selling financial statements.

Ainameqtech Cont, UAE | HR & Administration

2024 - 2025

- Handled recruitment and onboarding of skilled workers including interviews and background checks.
- Managed visa renewals, labor law compliance, and payroll processes.
- Conducted employee relations, safety programs, and performance management initiatives.

PERSONAL DETAILS

Nationality: Indian
Visa Status: Employment visa
Location: Abu Dhabi

PASSPORT DETAILS

Passport No: N6983888
Place of Issue: Cochin
Issue Date: 03/02/2016

EXPERTISE

- Excel
- MS Office
- MS Word
- Data Analytics

Oasis Tours & Travels, Bahrain | Operation Head

2023 - 2025

- Handled visa documentation and travel clearances for clients.
- Coordinated with embassies and immigration offices to ensure timely approvals.
- Maintained accurate records for smooth travel processing.
- **Hurmez Enterprise United LLC, Oman | Accountant**

2022 - 2023

- Maintained accurate financial records for fiscal years.
- Managed financial transactions for distribution, manufacturing, and service industries.

Star Communications Pvt. Ltd, India | Logistics Coordinator

2018 - 2022

- Updated product profiles for Amazon listings.
- Coordinated supplier orders and inventory control.

KGISL Pvt. Ltd, India | Junior Sales Executive

- 2016 - 2018
- Converted client quotes into confirmed sales.