

FATHIMA FAIROOS

HR & ADMINISTRATIVE PROFESSIONAL



PERSONAL DETAILS

050-750-1856
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Sharjah, UAE
Visit Visa - June 16 | Indian

SUMMARY

Detail-oriented and proactive HR & Administrative Professional with over 3 years of experience supporting end-to-end HR operations, recruitment, and documentation processes. Skilled in handling visa processing, MOHRE formalities, employee records, and HR reporting aligned with UAE labor laws. Proficient in MS Office, SAP FICO, QuickBooks, and Ceipal. Strong communication, coordination, and problem-solving skills with a focus on accuracy and compliance.

EDUCATION

PG Diploma in Global Accounts

2022

Bachelor's degree of Commerce

MG University (2018 – 2021)

SKILL COMPETENCIES

- Administrative Support
- Workflow Optimization
- HR Documentation & Reporting.
- UAE Labor law knowledge.
- Training Coordination.
- Legal Compliance
- Recruitment & Onboarding Support
- MS Office Specialist
- SAP FICO, QuickBooks, Ceipal.

CERTIFICATIONS & ACHIEVEMENTS

- Best Employee of the month - Apr 2024 (Pricesenz)
- Certified Microsoft Office Specialist
- Certified SAP FICO Power User

WORK EXPERIENCE

HR & Administrative Assistant

Finnet Global Tax Advisory, Dubai | May 24 – Feb 25

- Maintained accurate HR databases and employee records as per UAE labor law.
- Supported recruitment, onboarding, documentation preparation (offer letters, contracts).
- Coordinated visa processing and handled staff documentation and inductions.
- Assisted payroll team with data entry and employee tracking.
- Organized leave applications and coordinated internal handovers.
- Prepared reports, managed internal communication, and maintained compliance logs.

HR Support / Talent Acquisition Specialist

PriceSenz LLC – US Staffing (remote) | Sep 22 – Nov 24

- Facilitated full-cycle recruitment & supported for onboarding & employee coordination.
- Managed candidate records & ensured timely documentation handling using Ceipal & Excel.
- Collaborated with vendors & team members to ensure streamlined information flow and compliance.
- Produced performance & compliance reports for management review, aiding in decision-making.
- Partnered with HR to streamline onboarding and improve new hire retention.
- Utilized Ceipal for streamlined communication and applicant tracking.

Admin & Coordination Assistant

Planet EDU – IELTS Examination Centre, India | Sep 2021 – Apr 2022

- Managed logistics for examination room setup, candidate verification, and material distribution.
- Coordinated internal team support and ensured timely distribution of academic documents and supplies.
- Maintained and updated candidate records, hall tickets, attendance logs, and test-related documentation.
- Assisted in inventory management of examination materials and supported compliance with exam protocols.
- Provided administrative support to faculty and examiners, ensuring smooth test-day operations.