

# HANEESHA ABDUL HAMEED

A result oriented and self-driven graduate with more than a year's experience seeks to work in your esteemed organization. As an all-rounder, I strive to complete any given task effectively and efficiently on time.

## Work History:

HR Coordinator & Admin cum Customs Executive Oct 2021- Present  
**BRIDGEWAY SHIPPING AND CLEARING SERVICES, DUBAI**

### HR & Admin Duties:

- Screening resumes, scheduling interviews and assist in the interview process.
- Conducting orientation for new employees.
- Coordinate with PROs for visa and labor processing.
- Monitor daily staff attendance and preparation of monthly attendance sheet.
- Maintained personnel records and updated internal databases to support document management.
- Assist in the day-to-day operations of the HR department.
- Assuring all the assigned administrative duties are done on time.
- Issue gate passes for entry into JAFZA.
- Exhibit polite and professional communication both in person and via phone and email.
- Preparing LPOs and summary invoices.
- Book couriers on all major courier services like DHL, FedEx and Aramex.
- Handle customer enquirers related to the service we provide.
- Undertake data entry, computer reports and paper works related to clerical tasks.
- Contribute to team effort by accomplishing the results as required.

### Customs Duties:

- Passing BOEs.
- Retrieval of Document submission pending list from Dubai Trade website.
- Submission of Air Export, Sea Export, Imports and Transfer documents to the Dubai Customs.
- Using E-Mirsal for submitting Exits, Claim Declaration Expiry status, claim settlement, claim requests etc.

## Education:

Bachelors: BA (HONS) in Business Management Sep 2017- June 2018  
**BUCKINGHAMSHIRE NEW UNIVERSITY, AJMAN**

- Attained Upper Division
- Acquired significant knowledge on Strategic Marketing and Managing Innovation in Business at corporate level.
- Earned captaincy and guided my team to victory during various inter-college events.

Diploma: Pearson BTECH Level 5 HND Sep 2015- June 2017  
**CROMWELL UK INTERNATIONAL EDUCATION, DUBAI**

Higher Secondary Education May 2015  
**SHARJAH INDIAN SCHOOL, SHARJAH**

Dubai, UAE

+971 56 8489331

haneesha104@gmail.com

## Key Skills

Active Listener  
Decisive Thinker  
Team player  
Eloquent  
Speaker Time management  
Excellent Communication & Written Skills  
Decisive Thinker  
Proficiency in Microsoft Office

## Educational Expertise

Human Resource Management & Development  
Sales Planning & Operations  
CSR/Volunteering Activities  
Research  
Proposals Management of Financial Resources & Decisions