

# SHAIK HAFSA

Dubai Investment Park, 971-547353003  
anamshaiks245@gmail.com

---

## SUMMARY

Organized and reliable HR Coordinator with experience supporting HR tasks like onboarding, scheduling interviews, and maintaining employee records. Strong communication and attention to detail, with a focus on helping HR run smoothly.

---

## WORK EXPERIENCE

### **Masters Marketing & Promotion Services** ( August 2024 - till present 2025 )

- Dedicated and detail-oriented HR Coordinator with experience in supporting HR functions including onboarding, employee records management, interview scheduling, and benefits administration. Strong organizational and communication skills with a focus on accuracy and confidentiality.

### **AI Futtaim Electronics** ( January 2024 - July 2024 )

- Motivated and organized Sales Coordinator with experience in supporting sales teams, managing customer accounts, and coordinating order processing. Strong communication skills and attention to detail with a focus on improving team efficiency and client satisfaction.
- 

## EDUCATION

### **Bachelor's of commerce and computers**

Osmania University

- Relevant coursework in commerce and computers.
- 

## ADDITIONAL INFORMATION

- **Technical Skills:**
- HRIS Systems (e.g., Workday, ADP, SAP, Applicant Tracking Systems )
- Microsoft Office Suite (Excel, Word, Outlook, PowerPoint)
- Google Workspace (Docs, Sheets, Calendar, Gmail)
- Employee Records Management
- Data Entry & Reporting
- HR Compliance Tools
- Onboarding & Offboarding Platforms
- **Languages:** English, Urdu, Hindi, Telugu