

Zainaba Shibla Sharif C L

Dubai, UAE| Visa Status : Spouse Visa
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PROFILE

Detail-oriented Administrative Professional with experience supporting office operations in the UAE **construction industry** and 2.5 years of prior experience as a Flutter Developer in the fintech sector. Skilled in **office administration**, **document control**, **procurement support**, **asset management**, **and supplier coordination**, with strong organizational, communication, and multitasking abilities.

EDUCATION

Bachelors in Computer Application — June 2018 – May 2021
Manipur, India

Higher Secondary in Computer science — June 2016 – March 2018
Kerala, India

SKILLS

Technical Skills

- **Administrative & Office Operations:** Office administration, document control, asset management, procurement support, supplier coordination, quotation collection, LPO preparation, attendance management, office inventory, filing & record management, onboarding support.
- **HR Operations:** Recruitment coordination, candidate sourcing, interview scheduling, job posting, employee documentation, LinkedIn page management.
- **Mobile Technologies**: Flutter, Kotlin Basics.
- **Web Technologies**: HTML, CSS.
- **Tools**: Version control Tool (GIT), Postman, JIRA, Microsoft Office Suite (Excel, Word, PowerPoint), Google Workspace (Docs, Sheets, Slides), Canva.
- **IDE**: Android Studio, Visual Studio.
- **AI Tools**: Chat GPT, Gemini.

WORK EXPERIENCE

Administrator & HR Assistant — Feb 2025 – Present | Dubai, UAE
Al Qadisa Electromechanical Contracting LLC
Supporting HR and administrative operations in a construction environment by managing office activities, procurement coordination, documentation, and employee support functions.

- Manage daily office administration, including asset management, office inventory, stationery, company vehicles, SIM cards, and equipment records.
- Coordinate with suppliers for quotations, vendor follow-ups, procurement support, LPO preparation, and maintaining purchase records.
- Maintain employee records, attendance, HR documents, onboarding coordination, and recruitment support activities.
- Manage project files, company documents, document control, and track expiry dates of licenses, certificates, and other important records.
- Support safety induction documentation, workmen compensation records, and employee compliance requirements.
- Assist in company branding activities including LinkedIn management, company profiles, email signatures, business cards, and prequalification documents.

Mobile Application Developer & Admin Assistant Jun 2022 – Dec 2024 | Kochi, India

Acabes International Pvt Ltd powered by Arab Bank

Worked on SME banking mobile application development in the fintech sector while supporting administrative and operational activities.

- Developed and maintained mobile applications using Flutter, Dart, Firebase, and API integrations.
- Collaborated with cross-functional teams to support secure application delivery and production releases.
- Managed documentation, reporting, coordination activities, and provided administrative support to HR and finance teams.
- Assisted with employee records, meeting coordination, and operational tasks to improve workflow efficiency.

COURSES

Software Application Trainee, Brototype Nov 2021 – Apr 2022 | Kochi, India

Completed a 6-month intensive Flutter development training program covering mobile application development, UI design, database management, and API integration.

LANGUAGES

- ENGLISH
- MALAYALAM
- HINDI
- TAMIL

DECLARATION

I hereby declare that all the information furnished above is true and correct to the best of my knowledge and belief.

Zainaba Shibla Sharif CL