



# Sugra Ali Hussain Lalani

## HR Assistant / Administrative

**Immediately joining.**

### Education:

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BACHELOR OF COMMERCE IN FINANCIAL ACCOUNTING & AUDITING  
(SPECIAL) From Habib College of Commerce & Economics  
**UNIVERSITY OF MUMBAI**

HIGHER SECONDARY EDUCATION IN COMMERCE From Habib Junior  
College of Economics  
**MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER  
SECONDARY EDUCATION**

### Work Experience:

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#### Administrative Officer

**PHOENIX MOTION PICTURE PRODUCTION L.L.C (2023 - Till date)**

- **File Management:** Maintain accurate and organized records of petty cash receipts, daily travel bills, utility bills, and WPS salary bills.
- **Reporting:** Prepare and submit monthly petty cash reports, meal expense reports, and daily summary reports to management.
- **Document Filing:** Ensure proper filing and storage of hard copy documents for easy retrieval and reference.
- **Salary Administration:** Prepare and distribute salary receipts; deposit salaries for employees; manage salary transfers to freelance employees.
- **Visa and Work Permits:** Process employee visa applications, labour cards, and work permits in compliance with government regulations.

### Profile:

With 2 years of Gulf experience in HR and Administration, alongside 3 years in the Travel & Tourism industry, I am seeking a position in a dynamic company that leverages my administrative skills and expertise to contribute to growth and success."

**UAE DRIVING LICENCE 2023** – From Excellence Driving School

### Contact:

+971 -56 96 748 12

### Email:

[Sugralalani1214@gmail.com](mailto:Sugralalani1214@gmail.com) /  
[lalanisugra514@gmail.com](mailto:lalanisugra514@gmail.com)

### Personal Details:

Date of Birth: 10-11-1997

Nationality: Indian

Marital Status: Single

Passport No: R1182950

Visa Status: **Sponsorship visa**

## Computer Skills:

GDS Sabre & Amadeus Software

Micro Soft Office 2013

Advance Excel 2013

Internet Operations & Email Handling

Tally ERP 9.0 + VAT

Ninth ware /TTs system software

GDRFA

## Languages Known:

English

Hindi

Gujarati

Urdu

Marathi

## Additional Skills:

Writing

Listening

Speaking

Presentation

Creativity

## Why Me

Sincere & Hard  
Works, Education

Quick Learner

Problem Solving,

Ability to Work

Independently

- **Licensing and Renewals:** Oversee the renewal of trade licenses, establishment cards, Ejari, and partner visas.
- **technologies for creating presentations, reports, and documentation.**
- **Utility Management:** Manage utility services by liaising with providers such as Etisalat and DEWA, ensuring timely payments and issue resolution.
- **Contract Management:** Assist with the preparation of presentations, contracts, and alignment of terms according to company requirements.

**Technical Proficiency:** Proficient in using Microsoft Office Suite (PowerPoint, Word, Excel), Canva, and other office

## Visa Consultant /Accountant/Admin – PTT HOLIDAYS LLC (2022-2023)

- Managing the operational and sales department related to rates of inbound visa & A2A packages.
- Responsible for updating rates, making instant quotation, clearing discrepancy & undercut.
- Follow up with client & supplier for cancellation, modification, & ill approved visa
- Preparing reports as per requirement by management. Hands-on and tackling operational tasks.
- Perform miscellaneous job-related duties as assigned.

## Visa Consultant / Visa typist – SACH TRAVEL & TOURS (2021-2022)

Visa typing and posting for UAE tourist Visas and visa cancellations on ninth-ware software / TTS system.

- Coordinating with travel partner for resolving absconding cases.
- Knowledge about booking excursion and Local inbound tours, Organizing Inbound Travel packages.
- Handle B2B & B2C clients, ensure that daily sales are reported in the prescribe format.
- Maintaining cash records & updating payment receipt.

## **Travel Consultant / Visa typist – ECLIPSE TOURISM LLC (2019-2021)**

- Booking Tickets on Airline Portal & GDS - Sabre, Amadeus.
- Handling Company Website and entertainer Guest, reserving booking for excursion and inbound tours
- Organize travels from beginning to end, through booking tickets and accommodation, securing Rental transportation etc.
- Supplying travelers with pertinent information and useful travel/holiday materials
- Typing Single Entry Visa on Smart Channel (GDRFA) and on other supplier portals

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### **Declaration:**

I do hereby declare that their particulars information and stated here in above are true, correct, and complete to the best of my knowledge and belief.