







CONTACT

-  Dubai, UAE
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PERSONAL INFORMATION

Languages Known: English, Malayalam:

SKILLS

- Employee Relations & Team Collaboration
- Recruitment & Talent Acquisition
- HR Policies & Compliance
- Time Management & Task Prioritization
- Team Leadership & Staff Training
- Conflict Resolution & Problem-Solving
- Advanced Analytical & Reporting Skills
- Fast Learner & Adaptability to HR Tools/Processes
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Onboarding and induction assistance
- HR consultancy

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CERTIFICATIONS

- Human Resource Management for Professionals KHDA - Calibri Training and Development
- Certified Expert in Recruiting, Hiring, and Onboarding Employees - University of Minnesota
- Certified in Managing Employee Compensation - University of Minnesota
- Certified in Managing Organizational Behavior - IESE Business School
- Generative AI in HR: Impact and Application of Generative AI - Board Infinity, Coursera
- Management Foundations in the Hospitality Industry - University of North Texas, Coursera
- Certificate in Microsoft Excel - Entri

SUMMARY

Diligent student eager to enhance skill set with hands on human resources experience. Excellent command of industry protocols and regulatory requirements. Strong administration and task-management skills with expertise in conflict resolution. Motivated to contribute to organizational success through proactive support in recruitment, employee engagement, and HR operations.

WORK HISTORY

HR Assistant 11/2024 - 09/2025

Tech Farm India - Kerala, India

- Managed full-cycle recruitment: sourcing, screening, interview coordination, and onboarding.
- Maintained employee records and HR documentation in compliance with labour laws.
- Facilitated onboarding and orientation for smooth employee integration.
- Partnered with management to resolve HR queries and streamline processes.
- Handled confidential HR data with integrity and compliance.

HR assistant (Intern) 08/2024 - 10/2024

Diployad.inc - India

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- Maintained employee records and HR documentation in compliance with labor laws.
- Facilitated onboarding and orientation for smooth employee integration.
- Partnered with management to resolve HR queries and streamline processes.
- Handled confidential HR data with integrity and compliance.

EDUCATION

MBA: Human Resources, 07/2023 - 07/2025

Indira Gandhi National Open University

Bachelor of Commerce: Co-operation, 07/2019 - 04/2022

University of Kerala - Kerala, India

PERSONAL INFORMATION

- Date of Birth: 03 Nov 2001
- Marital Status: Unmarried
- Gender: Female
- Nationality: Indian
- Visa Status: Visit Visa

REFERENCES

References available upon request.