

SURAYA P.K

HRD Psychologist | HR Assistant

Abu Dhabi, UAE | +971 567367086 | pk-surayya7@gmail.com

<https://www.linkedin.com/in/suraya-p-k-827103248>

PROFESSIONAL SUMMARY

Resourceful HRD Psychology graduate with hands on experience across the full employee lifecycle, specializing in HR administration and compliance within the international hospitality sector. Recognized for meticulous accuracy in payroll documentation and records management, contributing to zero errors in reporting. Strong understanding of UAE Labour Law, HRMS reporting, and onboarding workflows. Multilingual communicator (English, Malayalam, Tamil) available to deliver people-centric HR support and contribute to strategic talent management in world-class organizations.

PROFESSIONAL EXPERIENCE

HR Assistant | V Hotel Fujairah | Fujairah, UAE | 2025

- Spearheaded the entire employee lifecycle ensuring compliance with UAE Labour Law for all hires and exits.
- Guaranteed payroll accuracy by verifying attendance, overtime, and leave records, achieving zero errors.
- Developed HR Standard Operating Procedures (SOPs), streamlining administrative workflows.
 - Managed preliminary recruitment including screening, interview coordination, and evaluations.
- Authored HR communications such as memos, disciplinary notices, and company updates.
- Maintained visa and employment records ensuring timely renewals and compliance.
- Enhanced employee satisfaction by managing accommodation and resolving staff concerns.

HR Intern | Holiday Inn, OMR, Chennai | 2024 – 2025

- Tracked employee training compliance and maintained certification records.
- Supported payroll through accurate stipend processing and attendance cross-checking.
- Assisted in recruitment through postings, CV screening, and interview coordination.
- Resolved HR policy and benefits queries, enhancing employee support.
- Facilitated training logistics and engagement events to boost participation.

HR Intern | Vythiri Village Resort | Wayanad, India | 2024

- Managed 100+ personnel files ensuring data confidentiality.
- Utilized Excel to maintain detailed employee records improving retrieval time.
- Prepared offer letters and experience certificates ensuring legal consistency.
- Supported recruitment through postings, screening, and interview coordination.

CORE COMPETENCIES

HRMS & Data Management | Employee Onboarding & Offboarding | Payroll Documentation & Support | Talent Acquisition | SOP Development | Performance Management | Training Coordination | Time & Attendance Tracking | Records Management

SOFT SKILLS & LANGUAGES

Soft Skills: Interpersonal Communication, Attention to Detail, Confidential Handling, Quick Learner, Team Collaboration

Languages: English, Malayalam, Tamil, Hindi, Arabic

EDUCATION

- M.Sc. Human Resource Development Psychology | University of Madras, Chennai | 2023 – 2025
- B.Sc. Psychology | LISSAH College, Kerala | 2020 – 2023

CERTIFICATIONS

- Beginner to Advanced Excel Diploma Certificate (pursuing)
- ChatGPT for HR (HR Automation and Efficiency)
- UAE Labour Law – Basic Familiarity
- National Service Scheme (NSS) Certificate
- Participant – National Seminar on Social Psychology & Inclusion
- Participant – Seminar on Parapsychology