**CURRICULAM VITAE**

**First Name of Application CV No 1662852**

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**OBJECTIVE**

Seeking opportunity to work in an environment where offering career development in 360 degree, and to take up challenging assignments where I can utilize proven people-oriented skills to develop and promote a positive work environment & contribute to the organizational growth.

**PROFESSIONAL AND PERSONAL VALUE OFFERED**

• 3+ years professional experience as an **HR Assistant** with specific expertise in handling large scale human resource projects.  
• Superior technical, interpersonal and communication skills.  
• Well-versed in devising and implementing administrative and clerical strategies to meet the needs of the department.   
• Effective operational assessment acumen endeavored at managing the logistics of new employee orientation and support.  
• Solid background in assessing, motivating, training and inspiring newly inducted personnel.

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| **CORE COMPETENCIES INCLUDE** | | |
| ● Recruitment | ● Personnel records | ● Employee relations |
| ● Job evaluation | ● Compensation management | ● Benefits administration |
| ● Attendance management | ● Reports preparation | ● Interview scheduling |

**SYNOPSIS OF ACCOMPLISHMENTS**

• Brought company’s HR policies into 100% compliance with standardized human resource protocols.  
• Recognized for high level of success in carrying out induction programs.  
• Developed a series of successfully interactive orientation programs for the benefit of training new hires.  
• Received three excellent performance evaluations quoting, “Exceeds job expectations”.

**WORK EXPERIENCE**

**Human Resource   
Reliance Market, Ajmer, Rajasthan, India | November 2014 – November 2015**

• Screening of applications, Scheduling of exams, interviewing, testing applicants with 3 days trial, completion of joining formalities, maintaining personnel records, maintaining payroll & monthly attendances, distribution of salary slips, conducting Employee of the month activities etc.

• Maintain HR records by recording new hires, transfers, terminations, changes in job classifications, tracking vacations etc.

• Documenting HR actions by completing forms, reports, logs and records.

• Updating job knowledge by participating in educational opportunities, reading professional publications.

• Accomplishing HR department mission by completing results as needed.

**HR/Admin Assistant**  
**New West Zone Group, Dubai, UAE | January 2013 – June 2014**

• Maintain new hire communications and correspondence.  
• Schedule exams for candidates.  
• Provide candidates with company information.  
• Maintain salary and documentation.  
• Provide new hires with information on company policies and procedures.  
• Develop and assist in implementing orientation programs for new hires.  
• Provide HR departments with information on payroll and attendance.  
• Maintain employee information in databases and ensure appropriate modifications.  
• Provide administrative support by maintaining employee records and performing data entry duties.

**Human Resource  
Maruti Group, Ajmer, India | July 2011 – DEC 2012**

• Inform candidates about the date and venue of the interview  
• Follow-up with candidates to ensure their presence on the day and time of interview  
• Manage candidate records such as resume & personal information  
• Provide support in handling payroll and attendance information for the HR department  
• Type and dispatch correspondence  
• Perform photocopying and scanning duties  
• Assistance in carrying out induction programs

**TRAININGS**

• Completed trainings in Microsoft office such as word, excel, PowerPoint etc.  
• Completed trainings in Tally-7.2 & Tally-9

**EDUCATIONAL CREDENTIALS**

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| **EXAMINATION & YEAR OF PASSING** | **INSTITUTE** |
| Bachelor in Computer Applications(2011) | Maharshi Dayanand Saraswati University, Ajmer, Rajasthan |
| HSSC – Board of Secondary Education, Rajasthan (2008) | Rajasthan board |
| SSC - Board of Secondary Education, Rajasthan (2006) | Rajasthan board |

**PERSONAL DETAILS**

Date of birth : 22-12-1989

Gender : Female

Nationality : Indian

Marital Status : Married

Languages known : English, Hindi & Sindhi (can read, write & speak)

Interests : Travelling, Dancing, listening to music.