**Name:** Karishma

**Date of Birth:** 12th December 1993

**Nationality:** Indian

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# OBJECTIVE

Find a challenging and motivating job to increase my work knowledge, experience, to practice theoretical knowledge learnt over the years, in a dynamic and energetic organization that can help bring out the best in me.

**ACADEMIC DETAILS**

* MA Human Resources (***CIPD Accredited***) Middlesex University Dubai Year 2017
* BA hons in Business Administration Middlesex University in Dubai Year 2015
* High School Diploma from Our Own Indian School Dubai Year 2012

**EXPERIENCE**

***HR Intern at Mövenpick Ibn Battuta Gate Dubai 20 May to 30 November 2018***

* + *Assisted in reviewing HR policies and procedures.*
  + *Booking of vacations tickets of colleagues.*
  + *Assisted in maintaining employee personal files.*
  + *Assisted in recruitment/on boarding of new employees.*
  + *Assisted in making monthly HR reports.*
  + *Assisted in daily admin work.*
  + *Assisted with the staff cafeteria needs.*
  + *Assisted in the monthly employee events.*
  + *Assisted in the team gathering.*
  + *Assisted in annual employee engagement survey.*

***HR Internship at Atlantis the Palm Dubai 8 June to 4 September Year 2014***

* + *Assisted with visa application and renewal of visa process.*
  + *Assisted with setting new organization system for HR files.*
  + *Attended and assisted with the following trainings;*
    - *Resort Orientation and service academy,*
    - *Group training techniques,*
    - *Effective supervision,*
    - *Workplace ethics,*
    - *Essential non-verbal behaviors.*
  + *Tasks also include preparation of new work contracts and Employee engagement survey.*

# COMPUTER SKILLS ACQUIRED

Professional software Micros Material Control (FMC)

HITS HR software

Operating System Microsoft & Apple IOS Application Packages MS Office, ADOBE.

Internet Can Handle Social Media Tools.

**INTERESTS**

HR department, web surfing and searching, attending Seminars & Exhibitions, travel and tourism. Learning about new cultures.

**MAJOR STRENGTH/SKILS**

* + *Can get along in teams and have an awareness of different cultural background.*
  + *Experience in the HR Department with diverse culture.*
  + *Honest and dedicated in my work and ready for challenges.*
  + *Effective communication Skills.*
  + *Presentation Skills.*