**Name:** Karishma

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

**Nationality:** Indian

karishma-392811@2freemail.com

# 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.*