



## PROFILE

Ambitious Entry Level Human Resources Administration professional who has a comprehensive understanding of labor laws and benefits administration. Adept at following complex instructions, helping to maintain important files, and keeping up with required state and federal filings. Aiming to use my knowledge and experience in a suitable and competing field.

## CONTACT

PHONE:0569249931

LINKEDIN:

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## SKILLS AND ABILITIES

- MSOffice proficiency
- HRIS experience
- Problem solving
- Strong interpersonal skills
- Quick learner
- Team player

## LANGUAGES

English - Fluent

Hindi - Fluent

Arabic - Basic

## AYISHA VAKKAYIL

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### HUMAN RESOURCE PROFESSIONAL

#### WORK EXPERIENCE

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**HILI RAYHAN BY ROTANA, AL AIN (Feb 2021- Apr 2021)**

Position: HR Assistant - Trainee

Key Responsibilities:

- Provide administrative support to HR coordinator
- Update company databases by inputting new employee contact information and maintaining colleague's details.
- Support in the department events and colleague activities
- Prepare and send offer and regret letters to candidates.
- Prepare company ID cards and Employee Certificates
- Coordinate new hire orientations, prepare their documents.
- Facilitating exit documents, final settlements and making travel arrangements by issuing LPOs and booking flights
- Manage Purchase and Requisition of the HR office

**UAE UNIVERSITY, AL AIN, UAE (Aug 2018 – Jan 2020)**

Position: Office Assistant (Part time)

Key responsibilities: Clerical services; monitor incoming emails, reply or forward as required, handling student correspondence, manage office support, coordinate itinerary and scheduling appointments for the office.

#### EDUCATION

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**UAE UNIVERSITY, AL AIN, UAE**

Bachelor's Degree (2016-2021)

Business Administration; Major: Human Resource

GPA: 3.03

#### ACCOMPLISHMENTS

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- Exhibited business idea in the Innovators and Entrepreneurs' Platform by Abu Dhabi Chamber of Commerce.
- Participated in nexHack EdTech international hackathon 6-8 November 2020 with swissnex and Movetia.
- Certificate in Facebook and Instagram Marketing with practical experience from program Facebook Headquarters "She Means Business!"
- Elected as Vice President, Business Club, UAEU

