

REHNA SHAJAHAN

UAE Experience – 2+ Years

India Experience – 1.5+ years

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Objective: To be an expert in my areas of work, with passion for challenges, innovation and working with people and communities. Seeking a role, where I will be able to apply my skills, work experience by making a difference through quality, with strict adherence in achieving the organizational goals.

EDUCATIONAL QUALIFICATIONS

Course/ Examination	Institution	Year	GPA/Percentage
MBA	Jamia Milia Islamia, New Delhi	2019- 2021	8.69 CGPA
PG Diploma in Guidance & Counselling (Distance)	Jamia Milia Islamia, New Delhi	2018 - 2019	First Class
B. Com	Baselius College, (MG university) Kottayam, Kerala	2015-2018	8.23 CGPA

WORK EXPERIENCE

HR Executive (Talent Acquisition), Sobha Constructions, Dubai, UAE Nov 2023 – Present

One of the top real estate companies, celebrated for its commitment to excellence in construction and design in both residential and commercial.

- Recruitment Strategies: Develop and execute recruitment plans in collaboration with hiring managers, utilizing diverse channels to attract top talent.
- Onboarding Program Implementation: Design and implement a comprehensive onboarding program to facilitate smooth transitions for new hires, ensuring they have necessary resources and understand company culture and policies.
- Recruitment and Onboarding Oversight: Oversee the entire recruitment process, from candidate creation to offer acceptance, while monitoring and improving the onboarding experience. Maintain accurate records and provide updates to management on open positions and onboarding progress..

HR Specialist (Talent Acquisition & Training), Amazon, India May 2022 – Nov 2023

One of the Big Five American information technology companies, alongside Google, Apple, Meta and Microsoft.

- Specialized Recruitment: Develop targeted recruitment strategies for professionals in last mile delivery, quality assurance, and analytics.
- Expertise Evaluation: Assess candidates' proficiency in quality assurance methodologies and analytics tools to ensure they meet organizational standards.
- Collaboration with Last Mile Operations: Work closely with Last Mile Operations teams to understand staffing needs and facilitate recruitment processes tailored to their requirements.
- Internal Hiring Initiatives: Lead internal hiring efforts focusing on customer service candidates, enhancing operational efficiency through comprehensive training for a team of over 300 members. Additionally, contribute insights into Last Mile Analytics and Quality operations, leading to the revision of Standard Operating Procedures for improved workflow efficiency. Recognized as the team's Best Performer during the training tenure, demonstrating exceptional proficiency and facilitating effective communication channels for enhanced team performance.

HR Executive (Talent Acquisition), Malabar Gold & Diamonds Corporate Office, Dubai, UAE September 2021- Feb 2022

(resigned due to family medical emergency)

One among the largest jewelry retailers globally with a strong retail network spread across 10 countries.

- Efficiently manage logistics for new employee orientations and training sessions, ensuring a seamless onboarding process within the organization.
- Contribute to the global HR strategy by actively participating in interviews and collaborating with the HR manager in formulating policies, compensation and benefits, overseeing hiring processes, and administering salary structures for international operations spanning nine countries, including the USA.
- Execute essential administrative tasks, including the meticulous maintenance of an employee database, and streamline communication by categorizing and forwarding relevant emails to the HR department for international operations.
- Demonstrate a comprehensive involvement in the HR functions of international operations, showcasing a commitment to organizational efficiency and compliance through active participation in various aspects of human resource management.

HR Assistant (Talent Acquisition), Malabar Gold & Diamonds Corporate Office, Dubai, UAE

March 2018 – July 2019

One among the largest jewelry retailers globally with a strong retail network spread across 10 countries.

- Coordinate logistics for new hire orientations and employee training sessions
- Taking interviews and assisting HR manager in policy formation, hiring and salary administration for international operations (9 countries including USA).
- Performs administrative duties such as maintaining employee databases and sorting emails to the HR Dept. for international operations.

INTERNSHIP EXPERIENCES

British Council, Exam Invigilator

August 2023 – September 2023

- Represented India as one of the 50 chosen individuals for invigilation in partnership with the British Council for the ACCA (Association of Chartered Certified Accountants) examination in 2023, overseeing and supervising more than 1 lakh international students.
- Collaborated with a diverse team of 250 professionals from five different countries, including Azerbaijan, UAE (Dubai), and the Caribbean (Trinidad & Tobago), during a 10-day period to ensure seamless coordination and delivery of customer service for the ACCA examination facilitated by the British Council.
- Demonstrated effective leadership and teamwork skills while working with an international team, contributing to the successful execution of customer service operations and fostering a collaborative environment in support of the British Council's mission.

Digital Marketing Intern, Google

June 2020 - August 2020

One of the Big Five American information technology companies, alongside Google, Apple, Meta and Microsoft.

- Applied theoretical learning to real-world projects, gaining hands-on experience and refining digital marketing skills under the mentorship of seasoned professionals at Google.
- Developed a holistic understanding of the digital landscape by actively engaging in diverse projects, enabling a well-rounded internship experience that blended theoretical concepts with practical application.
- Contributed to the conceptualization and execution of impactful social media campaigns by actively participating in the design process, creating engaging content, and overseeing community management initiatives.

Intern, The Plantation Corporation of Kerala Ltd.

April 2016

The Plantation Corporation of Kerala Ltd the largest Plantation company in public sector was formed in 1962, by the Government of Kerala.

- Received training in oil palm and rubber cultivation which involved **agricultural techniques, plantation development and cost control.**
- Proposals were made to ensure effective **plantation management** techniques and worked under the acting plantation assistant.

ACHIEVEMENTS

- **World Record Holder** of maximum virtual certifications achieved in a day (**81 certificates**) - **International Book of Records.** **2020**
- **Guinness World Record** Holder by participating in the event of the most users to take a computer programming lesson in 24 hours - **Guvi Geek Network and AICTE.** **2021**
- Global finalist for **Rising Star Award - She Inspires Award 2021, London** **2021**
- Nominated for the category **"Academic Excellence"** by India's leading women's magazine **Perfect Women** and also got **nominated for the category "Women in Impact"** by India's biggest Women's online conference **Her Rising Awards** **2021**
- Speaker on **Josh Talks**, received an inimitable opportunity to share my life experiences on India's leading motivational Platform **2021**
- Featured as one of the **"Most 100 Inspiring Women of Kerala"** in the book published **Rising Beyond the Ceiling – London** **2022**
- Selected as one of the **50** representing India in collaboration with the **British Council** for the ACCA (Association of Chartered Certified Accountants) examination, overseeing and supervising more than 1 lakh international students and collaborating with a diverse team of **250 from five different countries, including Azerbaijan, UAE (Dubai), and the Caribbean (Trinidad & Tobago) for a period of 10 days.** **2023**
- Appointed as an **Advisory Board Member** for Rozef Foundation, a registered trust committed to education, healthcare, and social support **2023**
- in **Aligarh, Uttar Pradesh** and was honored with the **Women's Manifesto Award** for social engagement and academic excellence
- Featured in more than **250 medias** around the world in **12 different languages** (English, French, Assamese, Odisha, Bengali, Marathi, Hindi, Kannada, Telugu, Tamil, Malayalam & Urdu) including **NDTV, The Times of India, The New Indian Express, BBC, Times Now** etc.

RESEARCH EXPERIENCE

Research Assistant, GAIL (Gas Authority of India Ltd)

October 2017- October 2018

GAIL (India) Limited is India's leading natural gas company with diversified interests across the natural gas value chain of trading, transmission, etc.

- Research Assistant in the project titled 'CSR Projects Impact Assessment Study' under **Dr. Sanjay Ingole**, Project Director, GAIL.
- The project involved impact assessment of **12 CSR projects** of GAIL across **12 different states** of India and was involved in the process of tool development, data collection, data analysis and report preparation.

POSITIONS OF RESPONSIBILITY

- Treasurer of Commerce Department, Baselius College, Kottayam, Kerala – 2017-18.**
 - Involved in budget management of the department, maintained records and managed the monetary involvements of 'Tarang' – annual commerce department fest, Baselius College.
- Member of College Union, Baselius College Kottayam, Kerala – 2017-18.**
 - Served as the member of college union and was involved in organizing various fests, workshops, etc.

SKILLS

Technical	Microsoft Office, Microsoft Excel (Advanced), Outlook, Tally ERP 9, Canva Graphic Designing, Digital Marketing ,basic graphic designing, Facebook marketing, Twitter marketing, E mail marketing.
Languages	English, Malayalam, Tamil, Hindi, Arabic
Soft Skills	Motivator, Self-driven, Leader, Multi-tasker