

**NAJATH AHAMED KALEEL BSc (Hons) BM, BTEC BM (UK)**  
**HR ASSISTANT| ADMINISTRATION OFFICER | FINANCIAL ASSISTANT**  
ABU DHABI, UNITED ARAB EMIRATES | IMMEDIATELY AVAILABLE  
MOBILE | WHATSAPP: +971581910026  
EMAIL: [najath0920@gmail.com](mailto:najath0920@gmail.com)



## QUALIFICATIONS

BSc (Hons) Business Management  
(Cardiff Metropolitan University)

BTEC HND in Business Management  
Pearson College of London, (Grade – Merit)

Diploma in Computerized Accounting – Pebble Academy

## AREAS OF EXPERTISE

Administration

Financial Statement

## COMPUTER SKILLS

Quick Book

Peachtree

MS Office Packages

## PERSONAL INFORMATION

Name: Ahamed Najath

D.O.B: 2000.09.20

Passport No: N7905453

Civil Status: Single

Nationality: Sri Lankan

Religion: Muslim

Visa Status: UAE Visit Visa

## NON-RELATED REFREES

Reference will be available.

## PROFILE SUMMARY

Seeking a challenging in administrative / HR department full time position in an organization that will develop my skills and expand growth theoretical knowledge and practical experience in admin / HR department or any other suitable position where I can add value and contribute to towards the organization success and strategy.

## WORK EXPERIENCE

**TAJ SAMUDRA | COLOMBO**  
**HR & ADMINISTRATION ASSISTANT**  
JANUARY 2021 to MARCH 2022

## JOB DUTIES & RESPONSIBILITIES

- Support all internal and external HR-related inquiries or requests.
- Maintain digital and electronic records of employees.
- Serve as point of contact with benefit vendors and administrators.
- Assist with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts.
- Maintain calendars of the HR management team.
- Oversee the completion of compensation and benefit documentation.
- Assist with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.
- Process payroll and resolve any payroll errors.
- Complete termination paperwork and exit interviews.
- Keep up-to-date with the latest HR trends and best practices.

## DECLARATION

I hereby certify that the information given above are true and correct to the best of my knowledge.

I assure you that I will be an asset to your institution if I am given an opportunity to serve your esteemed company.

**AHAMED NAJATH**