



# ANNUAYA SURESH RK

HR EXECUTIVE | OFFICE  
ADMINISTRATION | RECEPTIONIST

## PERSONAL DETAILS

Mobile : +971544243458  
Email : sannuaya@gmail.com  
Address : Hor al anz east , Dubai , UAE  
Nationality : Indian  
D.O.B : 25/05/1998  
Gender : Female  
Marital Status : Married  
Visa Status : Visting Visa

## LANGUAGES KNOWN

- Malayalam
- Tamil
- English
- Hindi

## SKILLS

- Administrative support
- Organizational skills
- Resume screening
- Creativity

## QUALITIES

- Adaptability
- Teamwork
- interpersonal skills
- Attention to detail

## HOBBIES

- Photography
- Painting

## ABOUT ME

Enthusiastic and organized HR professional with 6 months of experience in HR operations and 1 year in front office administration. Skilled in recruitment, employee support, and office coordination. Strong communication and multitasking abilities, with a passion for contributing to efficient HR and administrative processes.

## EDUCATION

- Master of Business Administration 2021 - 2023  
HR /Finance  
Kerala Technological University
- Bachelor of Business Administration 2016 - 2019  
SN College Kannur

## EXPERIENCE

- Front office Administration 01/2024 - 02/2025  
Blitz Academy
  - Managed departmental enquires related to student administration process.
  - Maintained and reported on data within the student record system and other administrative platforms.
  - Oversaw daily office operations , ensuring efficient administration of tasks.
  - Coordinated and scheduled meetings , guaranteeing all necessary materials were prepared and distributed in advance.
- Junior HR Executive 07/2023 - 12/2023  
Nikshan Electronics
  - Facilitated the on boarding process for new hires, ensuring completion of necessary paperwork and comprehension of company policies.
  - Assisted in the recruitment process by screening resumes, scheduling interviews and coordinating engagement with candidates.
- HR Intern 07/2022 - 08/2022  
Rubco huat wood private limited
  - Completed a two month internship programme as an HR trainee.
  - Managed internship projects involving data collection and analysis to enhance the effectiveness of hiring strategies.

## PROJECT

- Job satisfaction among college teachers with special reference to Eranakulam district

## CERTIFICATE

- NPTEL Online Certificate - INTERGRATED Marketing Management
- Logistics and Supply Chain Management

## COMPUTER PROFICIENCY

- MS Word , MS Excel , MS Power Point