



## Contact

### Phone

+971 52 731 8221

### Visa status

Visit Visa

### Email

ardra2k@gmail.com

### LinkedIn

[www.ArdraLenin.Linkedin.com](http://www.ArdraLenin.Linkedin.com)

### Date of Birth

29/05/2000

## Education

### BBA (2021-2024)

SCMS, Kalamassery, Kochi, Kerala

### Diploma in Fashion Designing (2019-2021)

JD Institute of Fashion Technology

### IES PUBLIC SCHOOL (2017-2019)

11th & 12th

### SN VIDYA BHAVAN (2005-2017)

LKG to 10th

## Hard Skills

- Hubstaff
- Team Nest
- Clickup
- Asaana
- MS office (PowerPoint, Excel, Word)
- Outlook

## Language

English

Malayalam

Tamil

# Ardra Lenin

## HR&OPERATIONS MANAGER(TALENT ACQUISITION)

A highly motivated HR professional with 3 years of experience and a Bachelor's degree in Business. Passionate and knowledgeable about HR and talent acquisition, with a proven track record of effectively managing recruitment processes and fostering positive employee relations. A quick learner who thrives both in team settings and as an individual contributor. Seeking opportunities to leverage expertise and drive organizational success in the HR field.

## Experience

### ○ January 2021- April 2024

CALETAL Realty || Thrissur, INDIA

#### Jr.HR & Operations Manager

- Recruitment
- Payroll management
- Handling leave card processes & Maintenance of attendance sheets
- Issuing offer letters to new hires
- Calculating ESI (Employee State Insurance) and PF (Provident Fund)
- Active involvement in recruitment procedures
- Conducting online interviews
- Efficiently scheduling interviews and ensuring follow-ups
- Contributing to performance appraisal procedures
- Planning and scheduling various HR programs
- Conducting and overseeing the execution of scheduled programs
- Playing a role in building HR policies and strategies
- Implementing and enforcing established policies
- Utilizing HR applications like Hubstaff, TeamsNest, etc. for streamlined processes.

### ○ 2021 June- Present

English House || Calicut, INDIA (remote)

#### Language Trainer

- Worked as an online language trainer
- Training people who are weak in English

## Certifications

- MS office certification course from LBS centre for science and Technology
- Retailing management from SCMS school of technology and management
- Digital Marketing from Pro school skill development
- Financial modeling Workshop from Pro school

## Professional Traits

- Quick Learning
- Multi Tasking
- Communication Skills
- Problem Solving
- Decision Making

## Hobbies

- Gymnastics
- Dancing
- Reading
- Journaling