



DELVIN DAISON

ADMINISTRATIVE ASSISTANT / OFFICE ASSISTANT



+971 565917492



Deira, Dubai



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SUMMARY

Dedicated Administrative Assistant with a background in Human Resource Management and Business Administration. Experienced in supporting office operations, managing administrative tasks, and providing efficient HR support. Proven ability to handle confidential information and prioritize tasks effectively. Seeking to leverage skills and education to contribute to the smooth operation of your organization.

EDUCATION

MAHRM (Master of Arts in Human Resource Management)

MG University, 2021-2023

BBA (Bachelor of Business Administration)

MG University, 2018 – 2021

Plus Two

Board of Higher Secondary Examination, Kerala, India

PROJECTS & SEMINARS

"A Study on Employee Motivation in TRAVANCOR - COCHIN CHEMICALS LTD, Kalamassery, India"

- To explore the functions of the HR department and investigate the role of HR managers in enhancing employee motivation at TRAVANCOR - COCHIN CHEMICALS LTD. - 2022

SKILLS

- HRMS
- MS Excel
- MS Word
- MS power point
- Adobe Photoshop

SKILLS

- Recruitment and Onboarding
- Interview Coordination and Candidate Assessment
- Performance Management and Improvement
- Employee Relations and Support
- Administrative Support and Reporting
- HR Database Management
- Training and Development
- Policy Implementation and Compliance
- Communication and Interpersonal Skills
- Problem-solving
- Attention to Detail

PROFESSIONAL EXPERIENCE

HR Executive

2023 - 2024

Sanjeevini Life Care Village, Angamaly, Kerala, India

- Managed all facets of the employment process, including recruitment, orientation, and training of new staff members, ensuring a smooth transition into the organization.
- Scheduled and coordinated interviews for candidates, optimizing the recruitment process and enhancing the candidate experience.
- Collected and analyzed feedback after final round interviews to refine hiring practices and improve candidate selection.
- Conducted assessments of prospective candidates to evaluate skills and fit for the organization.
- Assisted managers with various administrative duties, including preparing reports, organizing meetings, and maintaining HR records.
- Reviewed employee performance on a regular basis, provided feedback, and implemented performance improvement plans where necessary.
- Maintained and updated employee databases, ensuring accuracy and confidentiality of employee records.
- Planned and monitored the onboarding process for new hires, including conducting orientation sessions and providing support during their initial employment phase.
- Developed and implemented HR policies and procedures to streamline HR operations and enhance employee satisfaction.
- Coordinated with external vendors and training providers to deliver relevant development programs for staff.

PERSONAL INFO

- Nationality : Indian
- Gender : Male
- Marital Status : single
- Date of Birth : 05.01.1999
- Passport No : B8438638
- Date of Expiry : 15.12.2033

LANGUAGE

- English
- Malayalam
- Tamil