



+971521686979

haleemanisthar125@gmail.com

# HALEEMA NISTHAR

HR ASSISTANT

## PERSONAL PROFILE

Experienced and self-motivated HR professional with a solid foundation in office administration, recruitment, and HR operations. Skilled in CV screening, maintaining candidate databases, and ensuring seamless onboarding processes. Detail-oriented, organized, and enthusiastic about continuous learning to enhance HR expertise. Proven track record of fostering collaborative teamwork for efficient HR task execution

## WORK EXPERIENCE

### HR Assistant | Gampola Mahajana Super

January 2022 - February 2023

#### Confidential HR Records Management:

- Managed and maintained sensitive human resource records while ensuring confidentiality.
- Independently handled the onboarding process for newly hired employees.

#### Database Maintenance and System Support:

- Updated HR databases with new employee information, managed benefit changes and contributed to HRIS database accuracy.
- Assisted in implementing and managing changes in the Human Resource Information System.

#### Recruitment and Performance Monitoring:

- Conducted thorough review and screening of applicant resumes to identify qualified candidates.
- Monitored employee attendance and performance, ensuring adherence to company policies and addressing issues appropriately.

#### Employee Lifecycle Management:

- Proficiently processed employee termination paperwork under supervisory guidance, ensuring compliance with company procedures.

### HR Trainee | Gampola Mahajana Super

May 2021 - November 2021

#### Data Management and Confidentiality:

- Documented human resource records while maintaining strict confidentiality.
- Assisted in handling the onboarding process for new employees.

#### Database Maintenance and Updates:

- Supported the update of HR databases with new employee information and benefit changes.
- Assisted in updating and ensuring accuracy in the Human Resource Information System (HRIS) database.

#### Applicant Screening:

- Reviewed and screened applicant resumes to identify potential candidates.

## EDUCATION

### HND in Business Management

(2018-2022)

Sri Lanka Institute of Advanced Technological Education (SLIATE), Nawalapitiya

### Certificate in ICT (2016)

Future World IPS, Kandy

### Diploma in English Language (2018)

BCAS Campus, Kandy

### G.C.E (O/L) (2014)

### G.C.E (A/L) (2017)

Gampola Zahira Collage, Gampola

## SKILLS

- Talent Acquisition & Selection
- Administrative Proficiency
- HR Operations Mastery
- Meticulous Attention to Detail
- Efficient Organization Skills
- Eager Continuous Learner
- Collaborative Team Player
- Innate Self-Motivation
- Accurate Bookkeeping
- Swift Data Entry
- Proficient Data Analysis

## LANGUAGES

### English (Professional Proficiency)

- Writing: Clear Communicator
- Speaking: Confident Articulator
- Reading: Diverse Comprehension
- Listening: Varied Understanding

### Tamil (Native or Bilingual Proficiency)