

HANSA K K

Dedicated and detail-oriented administrative professional with one year of experience in providing comprehensive support to executives and teams. Equipped with a Master's degree in Commerce, I bring strong organizational, multitasking, and communication skills to enhance office efficiency and productivity. Experienced in managing schedules, coordinating meetings, handling correspondence, and maintaining records. Committed to contributing to a dynamic and efficient work environment through proactive problem-solving and a strong work ethic.

Work Experience

ASSISTANT ADMINISTRATOR | IAM BUSINESS SCHOOL (2021-22)

- Managed daily office administration tasks efficiently.
- Received and accurately recorded all incoming work orders and purchase orders.
- Prepared and issued client invoices correctly and on time.
- Processed and issued purchase orders to suppliers.
- Monitored online inquiries and ensured prompt responses.
- Handled customer requests, refund requests, and inquiries professionally.
- Built sustainable relationships and trust with customer accounts.
- Ordered and maintained office supplies inventory.
- Acted as a point of contact for various staff members and external stakeholders.
- Prepared documents for meetings and business trips.
- Processed and directed mail, incoming packages, and deliveries.
- Greeted and directed visitors and new staff to the organization.
- Composed and sent emails to teams and departments on behalf of senior staff.

HUMAN RESOURCE INTERN | LEARNOVATE E- COMMERCE (2021)

- Work on talent acquisition life cycle, sourcing, screening and HR operations on boarding new employee
- Execute sourcing plans according to the company's talent requirements
- Manage on boarding of a new employee Updating internal databases and maintain proper documentation
- Helping in setting up the right culture



Contact Details

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Visa Status

- ❖ Spouse Visa
- ❖ Immediately available

Skills

- Time Management
- Communication Skills
- Fast Learner
- Problem-Solving Skills
- Organizational Skills
- Ethical Judgment and Integrity
- Financial Reporting
- Regulatory Knowledge
- Team Collaboration

Languages

- English
- Arabic

Education History



Master of Commerce | Calicut University

2022-2024 - (79%)



Bachelor of Business Administration | Calicut University

2018-2021 - (80%)



HSE | Kerala State Board

2018 - (96%)



SSLC | Kerala State Board

2015 - (98%)

Academic Projects

- **LIFE CYCLE ASSESSMENT OF GREEN PRODUCTS AND CONSUMER BEHAVIOUR-2021**
 - Choose eco-friendly materials that are sustainable, renewable, recyclable, or biodegradable
 - Incorporate design principles that minimize environmental impact during manufacturing, use, and end-of-life phases.
 - Implement mechanisms for ongoing evaluation and improvement of environmental performance
 - Analysis of the product's lifecycle from cradle to grave, including environmental impacts
 - Assessment of market demand and consumer preferences for green products.
 - Summary of key findings and the overall impact of the green product project.

- **THE IMPACT OF MONETARY INCENTIVES AS WELL AS NON-MONETARY INCENTIVES ON EMPLOYEE PERFORMANCE-2024**
 - Assess how salary raises influence motivation and performance levels.
 - Discuss the influence of stock options or equity shares on long-term performance and commitment
 - Explore the significance of verbal recognition and praise on employee morale and productivity.
 - Study comprehensive incentive packages that combine monetary rewards with non-monetary benefits.
 - Collect employee feedback through surveys to understand preferences for different types of incentive

- **Webinar-2021 (Learnovate E Commerce)**

Compensation Structure, Recruitment, Performance Management System, Competency Mapping and HR policy