


MARYAM AKRAM

HR/ADMINISTRATION

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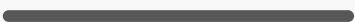
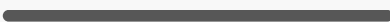

SKILLS

Communication
Adaptability
Problem-Solving
Organization
Administrative Experience
Writing And Typing
Canva
Email Handling
MS Office
Data Entry
Self Motivation and Concentration
AI

PERSONAL

Nationality : Sri Lankan
Date Of Birth : 2002/09/22
Visa Status : Visit
Marital Status : Single
Availability : Immediately

LANGUAGES

English 
Tamil 
Sinhala 

PROFILE

As an individual passionate about HR/Administration, I am eagerly seeking an opportunity to apply my innate skills and learnings to contribute to a thriving organization. My goal is to actively contribute to the growth and success of the company by leveraging my natural talents and a willingness to adapt and learn in this field. I am excited about the prospect of joining a dynamic team where I can collaborate effectively and play a pivotal role in driving the company's success.

WORK EXPERIENCE

Administrative Assistant

Manara Al Huda Recycling March 2022 - Present

- Multitasking and Prioritization: Successfully managed multiple tasks and responsibilities simultaneously, prioritizing workload effectively.
- Customer Service: Provided exceptional customer service to internal and external stakeholders, Addressed inquiries and resolved issues promptly, maintaining a positive and professional demeanor.
- Office Organization: Implemented effective filing systems, both digital and physical, resulting in streamlined document retrieval.

Virtual Assistant and HR

Xperts Facility August 2023 - November 2023

- Employee Management Streamlining: Providing essential support and guidance to enhance team productivity.
- Talent Acquisition and Diversity: Successfully attracted and recruited new team members to foster a dynamic and diverse workforce.
- Candidate Interview Coordination: Proficiently coordinated and scheduled interviews, ensuring a seamless hiring process.
- SEO-Optimized Content Development: Skillfully developed engaging, SEO-optimized content to boost online visibility and user engagement.
- Multimedia Production: Proficient in generating SRT files and voice-over files for video production.

EDUCATION

BCS - Diploma in IT LVL5

2023

Object Oriented Programming, Database Management, Web Development, Professional Issues in IS Practices - Pass

Amina Girl's National School, Matale, SL - A/L

2021

Combined Maths-S, Physics-S, ICT-C