



NIVYA K.R

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Brief Profile:

BCOM CA & 2yrs Full Time MBA (human resource management & healthcare) having **UAE experience** with Dream home products LLC in **Customer Services, Executive & Administrative Roles** with good communication and computer skills. **Visit visa and can join immediately.**

Working Experience:

Worked with **DREAM HOME PRODUCTS LLC**, as **OFFICE ADMIN – HR ADMINISTRATOR** from December 2023 to June 2024 (Ajman, UAE).

Worked with **AMALA INSTITUTE OF MEDICAL SCIENCES**, as **HR ASSISTANT** from December 2022 to May 2023 (Thrissur, KERALA).

Job Responsibilities:

- Entering Production & Sales orders in Tally & Mastersheet in MS Excel.
- Respond to emails & phone calls from customers & clients.
- Organize and Conduct awareness programs for employees.
- Entering purchase orders in tally after reviewing them.
- Assuring the accuracy of purchase orders and shipping documents.
- Ensuring the safe and timely pick- up and delivery of shipments.
- Follow up of Goods Received Note (GRN) & Send the invoices for payment.
- The updating of legal documents & their filing. (Employees & Vehicles).
- Overtime calculation of the employees.
- Managing leave application, Medical insurance, Visa & Labour card renewal, Passport renewal, Vehicle registration & insurance renewal.
- Keeping track of Punching & Attendance of the employees.
- Assisting in the preparation of a contract agreement between a supplier and a buyer.
- Examine resumes and applications, conduct interviews with hiring managers and schedule meetings.

Educational Qualification:

Post-Graduation: Hindusthan college of Arts and Science, Bharathiar University, Coimbatore, TN
Degree: **MBA (Human Resource Management & Healthcare)**
Course Duration: 2021-2023
Under Graduation: Elims college of Arts and Science, Calicut University, Thrissur, Kerala
Degree: **BCOM CA**
Course Duration: 2017-2020

Personal Details:

Father's Name: Rajan K.V
Nationality: Indian
Gender: Female
Date of Birth: 07/12/1998
Marital Status: Bachelor
Visa Status: Visiting Visa
Passport No: W3879640
Computer Proficiency: Tally Prime, MS Office (Word, Excel & Power Point)

Language known: -

English, Malayalam & Tamil.

Declaration

I Nivya K.R Hereby confirm that the information given above is true to the best of my knowledge and belief.

Date:

NIVYA K.R