

CONTACT

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Building No. 2-1, Al Khail Gate, Al Quoz - Al Quoz Industrial Area 2, Dubai.

PASSPORT DETAILS

Passport No. : W9789274 Date of Issue : 08/03/2023 Date of Expiry : 07/03/2033 Visa Status : Employment visa

INTERESTS

◀ Travelling

Books

SKILLS

- Creativity
- Communication
- Teamwork
- Meeting deadlines
- Friendly
- Critical thinking
- Problem Solving and analytical skills
- Adaptability to change

LANGUAGE

English	
Malayalam	
Hindi	
Tamil	

N O O R A **J A M A L**

HUMAN RESOURCE ASSISTANT

ABOUT ME

To associate myself with an organization which provide me an opportunity to show my skills and improve my knowledge and offer challenges as well as career growth and deliver my best for the betterment of myself as well as the organization.

EDUCATION

Masters in Business Administration

Kerala University (2014-2016)

- Post graduated in Human Resources and Marketing
- In-house extensive training

B. Com in Computer Application

Kerala University (2011-2014)

• Academic excellence in computer application and tally.

SAP from G-Tech Computer Education

INTERNSHIP & PROJECTS

- Organization : HLL Lifecare Limited, Peroorkada Duration : 24 Days (Four weeks of Internship in finance Department)
- Organization : Handicrafts Development Corporation of Kerala Ltd., Trivandrum Duration : 2 months

WORK EXPERIENCE

STS Group (School Transport Services LLC) Augus

August 2023 - Present

Human Resources Assistant & Assistant SDE

- Gathering information on hours worked for each employee.
- Calculating the correct amount incorporating overtime, deductions, bonuses etc. with assistance of a computer system.
- Receiving approval from upper management for payments when needed.
- Process taxes and payment of employee benefits
- Keep track of hour rates, wages, compensation benefit rates, new hire information etc.
- Assisting the SDE in the day-to-day operations.
- Assist in the preparation of regularly scheduled reports.
- Assisting in the process of registering new student, discontinuation of old student, changing the area or location of student in the system.
- Assisting in entering the fee collection of a student, fee adjustments, cheque collections and entering discontinuations of students.

Marikar Motors

August 2019 - May 2020

CRE Trainee

- Worked closely with the customer relations team regarding customer satisfaction.
- Perform service reminders to customers via SMS and phone call to ensure consistent dealer maintenance.
- Coordinate and record appointment bookings from customers and schedule lot to ensure smooth operations at the dealership.
- Ensure that all customer queries and suggestions are reported immediately to dealership management.
- Ensure that the customer database is updated in a timely manner and protected at all times through constant monitoring.

September 2017 - June 2019

Muthoot Mini

HR/Admin Assistant

- Support all internal and external HR-related inquiries or requests.
- Maintain digital and electronic records of employees.
- Coordinate training sessions and seminars.
- Assist in the hiring process by identifying applicants, conducting reference checks, and issuing employment contracts.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.
- Complete termination paperwork and exit interviews.
- Order office supplies and research new deals and suppliers
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

NOORA JAMAL