

# RASEENA R A



📍 Abu Dhabi, UAE

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## PROFESSIONAL SUMMARY

Experienced HR and Admin Executive with 7 months of hands-on experience in the field. Completed a Certificate in Diploma in International Human Resource Management & Office Administration, along with a Master of Arts in Economics. Skilled in managing HR and administrative tasks effectively. Proficient in handling recruitment, employee relations, office operations, and documentation. Committed to maintaining a productive and harmonious work environment.

## SKILLS

- Recruitment
- Employee Relations
- Payroll & Benefits Administration
- Performance appraisal
- Training & Development
- Conflict Resolution
- Talent Acquisition
- Administrative Support
- Front desk management
- Compliance Management

## WORK EXPERIENCE

**HR AND ADMIN EXECUTIVE**, June 2023 – Jan 2024

**IIA INTERNATIONAL**

### KEY RESPONSIBILITIES

- Develop and execute recruitment strategies.
- Create and post job descriptions on various platforms.
- Maintain Business correspondence.
- Manage the entire recruitment process, from screening to selection.
- Coordinate appointments, meetings, and travel schedules.
- Draft HR-related documents such as job offer letters and agreements.
- Conduct orientation programs and ensure proper onboarding.
- Facilitate training, development, and performance evaluations.
- Maintain employee records and manage talent acquisition.
- Understand HR hierarchy and structure.
- Prepare compensation and attendance reports monthly.
- Handle payroll and employee benefits.
- Conduct performance appraisals and recognition practices.
- Evaluate turnover rates and implement retention strategies.
- Assist in organization structure and HR policy development.

EDUCATION	Certificate in Diploma In International Human Resource Management & Office Administration, 2023 - 2024	
	IIA International, India	
	Master of Arts in Economics, 2020 - 2022	
	Calicut University	
	Bachelor of Arts in Economics, 2017-2020	
	Calicut University	
CERTIFICATION COURSE	Diploma in Computer Application  2019	
COMPUTER PROFICIENCY	<ul style="list-style-type: none"><li>MS Office</li><li>ZOHO Payroll</li><li>Greythr</li><li>Email proficiency</li><li>Confident to do any software</li></ul>	
LANGUAGES KNOWN	<ul style="list-style-type: none"><li>English : Proficient/Fluent (C2)</li><li>Malayalam : Native</li></ul>	
PERSONAL DETAILS	<ul style="list-style-type: none"><li>Gender : Female</li><li>Date of birth : 28-08-1998</li><li>Nationality : Indian</li><li>Marital status : Married</li><li>Passport No : W5998741 (Date of Expiry : 17/11/2032)</li></ul>	
REFERENCE	<ul style="list-style-type: none"><li>Available upon request</li></ul>	