

RASEENA R A



📍 Abu Dhabi, UAE

☎ +971 507800211

✉ raseenatkm222@gmail.com

🌐 <https://www.linkedin.com/in/raseena-ra->

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

- MS Office
 - ZOHO Payroll
 - Greythr
 - Email proficiency
 - Confident to do any software
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LANGUAGES KNOWN

- English : Proficient/Fluent (C2)
 - Malayalam : Native
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PERSONAL DETAILS

- Gender : Female
 - Date of birth : 28-08-1998
 - Nationality : Indian
 - Marital status : Married
 - Passport No : W5998741 (Date of Expiry : 17/11/2032)
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REFERENCE

- Available upon request