

SHAIKH NAYIM

HR ASSISTANT

Al Karama-Dubai. UAE

+971 56 761 2511

shaikhnayim14@gmail.com

POSITION APPLIED FOR HR ASSISTANT

OBJECTIVE

Eager to work at an organization with consistently high employee satisfaction ratings. Hoping to apply skills to continually advance policies and improve communication between employees and management. Passionate about creating meaningful strategies to create and implement internal company culture.

EDUCATIONAL QUALIFICATION

BBA from SIITAM University- Hyderabad. India.

2017- 2021

COMPUTER SKILLS

- ✓ Office Excel, Word & Power Point.
- ✓ File Maintenance and Organization.
- ✓ E-mail Etiquette ,Basic Computer Skills, Trouble Shooting

PROFESSIONAL EXPERIENCE

TRADE GLOBAL MARKET

(Feb 2021- March 2022)

Sales Representative

- ✓ Responsibilities coordinated tracer activities Conducted client
- ✓ Assessments Screened and trained new employees
- ✓ Setting sales goals and developing sales strategies
- ✓ Researching prospects and generating leads
- ✓ Contacting potential and existing customers on the phone, by email, and in person
- ✓ Handling customer questions, inquiries and complaints

HEXAWARE TECHNOLOGIES

(May-2022 – Aug-2023)

HR Assistant

- ✓ Maintained employee data and kept updated accounts of all employment records.
- ✓ Assisted in recruiting and training of new employees for the marketing and IT teams.
- ✓ Administered payroll information, compensation materials, and benefits programs.
- ✓ Supported daily operations of busy human resources department.
- ✓ Mentored employees through personal and professional Issues

ACHIEVEMENTS

- ✓ Re-organized something to make it work better.
- ✓ Identified a problem and solved it.Df
- ✓ Come up with a new idea that improved things.Gjh
- ✓ Developed or implemented new procedures or systems.
- ✓ Worked on special projects.
- ✓ Been complimented by your supervisor or co-worker

SKILLS

- ✓ Interpersonal and communication skills
- ✓ Decision-making skills
- ✓ Management
- ✓ Teamwork
- ✓ Organization
- ✓ Leadership
- ✓ Problem solving

PERSONAL INFORMATION

Father Name	Shaikh Mohammad
Date of Birth	7 th Jan 1999
Marital Status	Single
Nationality	Indian
Languages Known	English, Urdu, Hindi, & Telugu.

DECLARATION

I hereby declare that all the above furnished details are true to the best of my knowledge and belief.