

SHEETHAL K ANAND

HUMAN RESOURCES

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DUBAI, UAE



ABOUT ME

I am a highly ambitious HR professional with a strong work ethic, staying updated and actively networking to streamline and enhance my professional endeavors. I began my career in the IT industry, transitioned to architecture, and later moved to Dubai. Faced with financial challenges, I joined a company where I proactively learned the nuances of HR. Currently, I thrive as an HR Admin Manager in the real estate field, passionate about contributing to the success of the organization.

EXPERIENCE

HR ADMIN

ULTIMATE REALITIES PROPERTIES LLC, UAE

As an adept HR Admin Manager, I've successfully managed end-to-end office operations for a startup real estate firm, showcasing expertise in recruitment, salary administration, leave, time management, and virtual meetings. Proficient in aligning HR strategies with business development goals, I've earned recognition from company directors for exceptional service delivery and contributions to success. Recognized by company directors for exceptional service delivery.

- Orchestrated seamless office setup from inception.
- Successfully executed end-to-end recruitment processes.
- Oversaw salary structures and ensured timely payroll processing.
- Implemented effective leave policies and time management systems.
- Conducted and facilitated virtual meetings for streamlined communication.
- Assigned duties and set performance targets for team members.
- Actively contributed to business development, supporting company growth.
- I actively contributed to labour law matters in the office, ensuring compliance, and consistently stayed updated on relevant regulations and changes during my tenure.
- Monitored and provided feedback on performance progress.

CUSTOMS ADMINISTRATOR

ALBWARDY DAMEN, UAE

AUG 2020 – MAR 2023

As a Customs Administrator in a prominent marine company with a workforce exceeding 2000 employees, I played a pivotal role in managing all customs-related activities for shipbuilding projects. My responsibilities included the end-to-end process, from preparing invoices and meticulously checking package listings to compiling and submitting customs-related documentation to government sites. I facilitated seamless communication by distributing documents to relevant parties through both physical and email channels. Leveraging company software and Excel, I proficiently navigated logistics processes, updating seniors and engineers on the progress. The core of my work revolved around tracking shipments, monitoring arrivals, and coordinating tasks to ensure the timely completion of projects.

LANGUAGES

ENGLISH	●●●●●
MALAYALAM	●●●●●
HINDI	●●●
TAMIL	●●●

EDUCATION

CERTIFIED HUMAN RESOURCE
MANAGEMENT PROFESSIONAL

LONDON INTERNATIONAL STUDIES RESEARCH CENTER

NOV 2021

BACHELOR OF BUSINESS
ADMINISTRATION

CALICUT UNIVERSITY

APR 2016

MICROSOFT EXCEL CERTIFICATION-
GCOS

G-TEC COMPUTER EDUCATION

JAN 2016

DIPLOMA IN FINANCIAL ACCOUNTS

BHARATH EDUCATION FOUNDATION

APR 2016

HR ADMIN AND BUSINESS DEVELOPMENT EXECUTIVE

SATKRIYA ARCHITECTS, INDIA

AUG 2018 – JAN 2020

In my role as a manager at a startup company, I held a critical position as the key person responsible for the overall management of the office. My presence was crucial given the absence of a dedicated management team in the growing firm. I managed diverse responsibilities including accounts, administration, reception, recruiting, leave management, payroll, mail handling, invoice generation, client follow-up, outsourcing-related tasks, and even overseeing cleaning operations. I assumed complete control over the entire office.

Beyond administrative duties, I played a pivotal role in marketing, contributing to the yearly revenue increment. I provided essential support, including troubleshooting when the server was down. Over two years, I played a vital role in transforming the company into a recognized brand. However, driven by the need for financial stability and career growth, I decided to resign.

Upon my departure, I ensured a smooth transition by leaving the HR and auditing functions in capable hands. The Directors expressed both happiness and regret about my decision to leave. I take pride in contributing to the company's growth and success during my tenure.

HR ASSISTANT

CORBE TECHNOLOGIES, INDIA

AUG 2016 – APR 2018

HR Assistant with a solid administrative background and a keen interest in HR. Proficient in record-keeping, scheduling, and supporting recruitment. Skilled in onboarding, ensuring compliance, and smooth office operations. Detail-oriented communicator, dedicated to effective HR team support. Adaptable, organized, and enthusiastic about contributing to an efficient workplace.

BUSINESS DEVELOPMENT CONSULTANT

BHARATH INSTITUTE OF MANAGEMENT AND COMMERCE

APR 2016 – AUG 2016

Experienced Business Development Consultant skilled in spotting growth opportunities and building strategic partnerships. Proficient in market analysis, client management, and creating customized business solutions. Strong in sales strategies, negotiations, and expanding market reach. Able to understand client needs and offer valuable solutions. Effective communicator, and team player, committed to driving revenue growth and leaving a significant business impact.

SKILLS

- ORGANIZATION
- TIME MANAGEMENT
- TECHNOLOGY PROFICIENCY
- MULTI-TASKING
- OFFICE MANAGEMENT
- COMMUNICATION
- RECORD KEEPING
- ADAPTABILITY
- CUSTOMER SERVICE
- PROBLEM-SOLVING

INTERESTS AND HOBBIES

- JOURNALING
- BROWSING
- PHOTOGRAPHY
- DANCING
- DRIVING
- DÉCOR AND EVENT MANAGEMENT

DECLARATION

I declare that the information provided in the resume is true and accurate to the best of my knowledge.