



Contact

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Dubai, UAE

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Education

2018 -2021

B. Com

**Manjunatha pai Memorial
Government Grade College of
Professional and Business
Management - Karkala**

- Team Management
- MS Office
- Quality Control
- Business Development
- SLA Management
- Query Resolution
- Project management
- Tally 9.0

Languages

English

Tulu

Tamil

Hindi

Kannada

Malayalam

SUSHMA MOOLYA

Operation Executive / HR Assistant

I'm seeking a career as an HR Assistant, and I have two and half year of experience in supporting HR Administrative and also Operations executive in the online marketing industry.

Experience

GNN RESEARCH GROUP, DUBAI

April 2022 - April 2024

OPERATIONS AND RESEARCH EXECUTIVE

- Responsible for collecting data on consumers, competitors and market place and consolidate information into actionable items
- Being the part of both primary and secondary research conducted on different topics
- Understanding the objectives of different studies and deriving quality information from the data collected from qualified participants
- Determining the viability of a new service or product through research conducted directly with potential customer.
- Accumulating facts from online trustable sources for the purpose of briefing different studies and maintaining the quality.

FNFI Pvt. LTD , India

SEP-2021 TO FEB-2022

HR ASSISTANT / ADMIN ASSISTANT

- Assists in the recruitment process by screening and interviewing potential candidates
- Handled HR administration duties, maintaining high levels of confidentiality and accuracy
- Prepared and maintained employee records in accordance with company policies and legal requirements.
- Arranging meetings and maintaining calendars
- Develop and maintain a filing system
- Maintained friendly and effective relationship with clients and contact them with additional information needed

Personal details

Martial Status	Single
DOB	05/12/2000
Passport Number	V4995566

Declaration

I hereby declare that the above given information is true to the best of my knowledge and belief

Sushma