

UNNIMAYA PADMANABHAN

HR AND ADMIN PROFESSIONAL

Results oriented Management professionals with extensive experience. Possess Excellent observation, investigative and to be a part of an organization so as to improve my skill and knowledge and to work for the smooth functioning of the organization. Excellent intrapersonal skills and proven ability to work well with individuals at all levels. Now I am looking for a challenging job with rapidly growing organization that can provide me a set of goals and job objectives with in contemporary and economical business settings.



PERSONAL DETAILS

Mobile +971-553248638
Email ID unnimaya251098@gmail.com
Address Al Karama, Dubai, UAE
Nationality Indian
D.O.B 25.10.1998
Gender Female
Marital Status Single

ACADEMIC CREDENTIALS

MBA (HR & Marketing) 2022
Kannur University, Kerala

B.COM (COMPUTER APPLICATION) 2020
Kannur University, Kerala

COMPUTER PROFICIENCIES

- Outlook
- MS office
- Tally ERP 9
- Zoho
- ATS Software

CERTIFICATION & LICENSE

- Advanced MS Excel – From AIITECH
- Tally ERP

PASSPORT DETAILS

Passport No W6553169
Nationality Indian
Visa Status Visit/Transit Visa
Joining Immediately available

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

KEY SKILLS

HR policies	Administration	Time management
Critical	Multi-tasking	Effective communication
Customer Service	Problem Solving	Team work

EMPLOYMENT CHRONICLE

❖ **HR cum Admin Executive** Jun 2021 - Oct2022
SCIPY TECHNOLOGIES | Trivandrum, India

- Post on jobs on different platforms , Scheduling Interview and issuing offer letter
- Collecting all the documents for on boarding
- Conducting Initial induction and office supplies for new joiners
- Organizing and maintaining personnel records Updating internal HR database.
- Updating Internal databases (sick leave, maternity leave)
- Monitoring attendance and updating attendance records
- Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)
- Organizing, arranging and coordinating meetings Manage agendas/travel arrangements/appointments
- Management of office equipment
- Answer employees queries about HR-related issues

PROJECT

SUMMER TRAINING

Undergone Internship training in the field of “HR Associate” in IFORTIS

DECLARATION

I hereby declare that above-mentioned information is correct to the best of my knowledge and belief.