

VAISHNA T

A recent MBA graduate in HR and Finance, striving for a challenging position in an organization to enhance my knowledge and skills while contributing to the growth and success of the company.



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Dubai, UAE

SKILLS

Job posting

Recruitment Skills

Communication Skills

Interpersonal Skills

Problem Solving and
Analytical Skills

Financial Reporting and
Accounting Skills

Basic understanding of
UAE labour laws

Human Resource
Management Skills

LANGUAGES

Malayalam

Native or Bilingual Proficiency

English

Full Professional Proficiency

Hindi

Professional Working Proficiency

Tamil

Limited Working Proficiency

COMPUTER KNOWLEDGE

MS Office(MS Word, MS
Excel, MS Powerpoint)

Tally.ERP 9

Payroll- Tally prime

Basic understanding of
UAE VAT

EDUCATION

MBA in HR and Finance

Cochin University of Science and Technology

2021 - 2023

Bcom Finance

Kannur University

Kerala, India

INTERNSHIP AND PROJECT

INTERNSHIP: RAIDCO Curry Powder Factory, Kerala, India

PROJECT: A study on the impact of work environment on employee performance (with special reference to RAIDCO Curry Powder Factory)

WORK EXPERIENCE

Private Tutor

Home tuition

ACHIEVEMENTS

- Participated in State Level Leadership Training Programme for National Service Scheme Volunteers in the year 2015
- National Service Scheme leader at Higher Secondary level
- School topper in Commerce
- Participated and won prizes in various cultural and sports activities at school level

CERTIFICATES

- Accounting Tally certificate
- Excel for beginners certificate
- Compensation Management certificate
- Human Resource Management certificate

PASSPORT DETAILS

Passport number: V3349290

Date of expiry: 06/10/2031

Visa status: Visit Visa

Visa expiry: 05/11/2024