



 Dubai UAE
 0504993090
 hansilahamza007@gmail.com

HR Executive

CAREER SYNOPSIS A reliable and confident HR with Relevant experience in the fields of HR. Possessing the ability and willingness to take on HR leadership and certain to be a key member of any HR team. Ambitious by nature and keen to get the top of profession. Greatest strengths is the ability to prioritize workloads to meet challenging deadlines. As well as having an eye for detail and able to multi-task under pressure. An excellent communicator, can relate well with people at all levels and has the flexibility of working well as part of a team and on my own.

Now looking for a career advancement opportunity with a company that will challenge my HR and professional skills which allow me to develop my knowledge & potential.

WORK HISTORY ASSISTANT HR EXECUTIVE – IWAY BUSINESS SOLUTION, KERALA, INDIA

2019-20

- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management

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- SKILLS**
- Adaptability, dependability and the determination to get a job done.
 - Self-motivated and can act on own initiative
 - Motivated, persuasive and goal orientated.
 - Adaptable and have a positive attitude towards change
 - Good verbal and written communication skills.
 - Ability to work in a team and as an individual when required
 - Excellent negotiation and problem solving skills.

COMPUTER SKILLS - Microsoft Applications : MS OFFICE (Word, Excel, Power point, Outlook
- Operating Systems : Windows (XP, Vista, 7, 8.1, 10).

EDUCATION PURSUING - MASTER OF BUSSINESS ADMINISTRATION (HRM)
Calicut University, Kerala, India

2016 - BACHELOR OF BUSSINESS ADMINISTRATION (HRM)
Calicut University, Kerala, India

2013 – HIGHER SECONDARY
Board of examination, Kerala, India

2011 – SSLC
Board of examination, Kerala, India

PERSONAL PROFIL • Nationality : Indian
• Date of Birth : 11-10-1995
• Gender : Female
• Visa Status : Visit Visa.
• Marital Status : Married
• Language : English, Malayalam. Tamil Basic (Hindi, Arabic)

DECLARATION

Hereby declare that the above mentioned information's are true and fair to the best of my knowledge and belief

RAHILA HAMZA

