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|  |  | **PRASEEDHA**  **KUSUMALAYAM** |
| Profile HR professional with extensive experience in planning, designing, directing and coordinating HR policies. Skilled in various staff affairs such as hiring, appraisals, training, and other areas with expertise in developing & managing employee relations. Trustworthy HR with 5 – 14 years of practical experience and dedicated work ethic in UAE & India. Contact PHONE:  +971 – 559597891  EMAIL:  praseedhaknair@gmail.com activities and interests Sports  Team Management  Singing  Painting  Travel EDUCATION MBA – HR  National Business Management Institute - Chennai – 2015  BA – HSP – Mysore University - 2003  BA – Hindi – KMSS - 2006 key skills and characteristics  * Excellent listener * Friendly and service oriented * Poised under pressure * Staff Training & Coaching * Recruiting and Hiring Talent * Quality Assurance * Solid written and verbal communicator   Technical Skills –  Technical / training  Pay Roll Training – (Build Smart) – Abu Dhabi, UAE-2016  1.Diploma in Office Secretary/Pro-India –Accounts Service Society – 2010  2.Diploma in Computer Hardware-Bangalore – 2005  3.Diploma In Office Automation- Basics, Windows, MS-DOS, MS-WORD, MS-POWER POINT, MS-EXCEL, Tally, Internet- Bangalore – 2002 - 2003  4.Diploma in Desktop Publishing- Pagemaker-6.5, Corel Draw-10, Photoshop-6.5. – 2002-2003, Bangalore  Language skill  English, Kannada, Hindi, Malayalam, Tamil, Telugu - Basic |  | WORK EXPERIENCEFreelancer – HR Consultant – Current Job India, UAE, Qatar, Kuwait, Bahrain, etc.,  Provide human capital guidance and advice to a variety of companies. Help to develop human resource models, advise businesses on policies and procedures. Assist with recruiting and training new employees. Senior HR M. Akter Supermarket, Abu Dhabi- 2019–2022  Managed human resources and labor relations activities for organization. Provided support to employees with various HR-related issues and liaised with heads of department to find resolutions. Supervised staff recruitment, interviewing, selecting and onboarding. Implemented team building activities to enhance positive working environments.  Initiated employee evaluation process. Compiled and maintained employee files and records in electronic and paper formats. Provided guidance to prepare Job descriptions. Organised employee appraisal reviews and discussed performance-related benefits with line managers. Supported management and provided expert legal advice on disciplinary and grievance issues.  HR - NASS Constructions – Abu Dhabi – 2015 - 2018  Managed company's hiring processes, creating job descriptions and selecting candidates. Managed employee requests regarding Human Resources issues, rules and regulations. Trained and coached new employees when onboarding on matters such as company rules, regulations and safety standards.  Provided reports on employee absences, holiday and bonuses to accounts. Ensured smooth-running of operations by monitoring department activity and quickly resolving employee issues. Updated and maintained personnel records covering performance evaluations, salaries and training. Maintained strict confidentiality of digital and physical records. Organised documentation for recruitment and onboarding procedures.  EA/HR – AURA International School – Kerala – 2013-14  Maintains employee information by entering and updating employment and status-change data. Profiled people through evidence-based interview techniques and tests. Coordinated communications between various departments to schedule meetings. Provide high-level administrative support to the Principal and to assist with the smooth operation of the School.  Branch Manager – IITL/KARVY – Financial securities LTD -2010 – 12, Kerala  Maintains employee information by entering and updating employment and status-change data. Profiled people through evidence-based interview techniques and tests. Coordinated communications between various departments to schedule meetings and keep company informed on critical matters. Collaborated closely with other managers to smooth and improve office operations. Oversaw day-to-day office operations such as organising correspondence, managing incoming calls and creating business records. Developed annual branch business plans for maximum profitability and effectiveness.  Admin Head – ACT CHARITABLE TRUST/INSTITUTIONS – 2003 – 2009, Bangalore  Provide general administration to the institution. Acted as first point of contact to maintain professional reputation. Handled client correspondence and internal communications in professional manner. Performed administrative tasks, document management and report development for inter-departmental use.  Personal profile  Name : Praseedha Kusumalayam  Current Address : Salam street, Abu Dhabi, UAE  Father’s Name : K.P. Velayudhan Nair  Nationality : Indian  Passport Number : S5014941  Visa status : Visit -valid till 20 August 2022  Regards,  Praseedha Kusumalayam |
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