



JAIKHA JAYADEVAN



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Sharjah, UAE



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SKILLS

- Sourcing
- Customer Service
- Scheduling
- Teamwork
- Leadership
- Interpersonal
- Problem Solving
- Communication
- Multitask
- Critical Thinking
- Portals
- Microsoft Office

EDUCATION

Master of Business Administration –
HR (2017-2019)
FISAT, Kerala India

Bachelor of Computer Technology
(2013-2016)
NCIT , Kerala India

LANGUAGES

English	● ● ● ● ●
Hindi	● ● ● ● ●
Malayalam	● ● ● ● ●

CAREER OBJECTIVE

Dedicated professional eager to create and implement successful strategies to improve organizational efficiency. Adept at utilizing data analysis to provide insights into HR initiatives. Strong communication , detail oriented team player and interpersonal skills and committed to pursuing best practices related to employee development and retention .Willingness to take on added responsibilities to meet team goals.. Ability to handle multiple projects simultaneously with a high degree of accuracy

WORK EXPERIENCE

BUSINESS DEVELOPMENT EXECUTIVE Oct 2020- Nov 2021 Kerala, India

- Created positive, long lasting relationships with current and potential clients.
- Outbound campaigns (phone calls, emails etc.) to create sales opportunities.
- Ensured excellent customer service through regular client follow up.
- Managed virtual sales meetings
- Identified and pursued valuable business opportunities to generate new company revenue and improve bottom line profit.
- Collaborated with sales and, marketing departments to support client acquisition.
- Assist recruiters to source candidates.

HR INTERNSHIP May 2018-June 2018 Sharjah, UAE

- Developed strong written and verbal communication skills.
- Maintained relationship with personnel using strong collaboration and teamwork skills.
- Filed paperwork, sorted, delivered mail and maintained office organization.
- Studies job descriptions and qualifications to determine applicant requirements .
- Coordinate communication with candidates and schedule interviews
- Assisted human resources and recruiting teams by scheduling phone screens and on-site interviews.
- Gathers updated CVs to keep the database relevant and up to date
- Work closely in building employee relations across all levels and build a positive working environment.
- Attract and approach relevant candidates through social media, applications and network referrals
- Prepared and present shortlists to line managers
- Periodically updating employee records with data;