



CONTACT

📍 DEIRA, NEAR CLOCK TOWER, DUBAI,
UAE, 0000

☎ 0545776084

✉ nowfiyabasheer93@gmail.com

SKILLS

Human Resource Administration
Quality Management
Employment planning & Budgeting
Organizational Behaviour &
Development
Effective communication
Team leadership

NOWFIYA B

PROFESSIONAL SUMMARY

To enhance my professional skills in a dynamic organization by learning new skills and upgrade myself for the growth of the organization and myself.

To secure a challenging position in a reputable organization to expand my learnings, knowledge & skills.

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

WORK HISTORY

HR Assistant 06/2017 - 09/2020
Sanrea Healthcare Products Pvt Ltd - Palakkad, India

- Ensured confidentiality of all personnel, office, and employment record.
- Assisted in recruiting and training of new employees
- Supported daily operations of busy human resource department.

EDUCATION

MBA: HR & Shipping And Logistics, 03/2017
Ajk Institute Of Management - Tamil Nadu, India

B.Sc: Botany, 03/2013
Govt. College, Cittur - Palakkad, India

PERSONAL INFO

Nationality : Indian
DOB : 23/07/1993
Marital status : Married
Languages known : English, Malayalam, Tamil, Hindi
Passport No : N9779750
Visa Expired on : May 26 2021

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.