

MALAVIKA PRADEEP

SUMMARY

High-performing Administrative HR Assistant with extensive experience working with diverse client base and delivering exceptional results. Skilled in Finance, HR, Administration and performing Coordination & Marketing.

EXPERIENCE

HR Admin Coordinator, 10/2020 - 03/2021

Capital Logistics Transporting - Abu Dhabi, United Arab Emirates

- Process documentation and prepare reports relating to personal activities (recruitments, training, evaluation etc.)
- Scheduling meetings and appointments .
- Preparing documents for meetings and business trips.
- Developed paper-based and electronic filing systems for suppliers and Clients , maintaining correct usage by Proper Controlling.
- Accurately archived Confidential documents, facilitating record consolidation for future reference.
- Assisting with day-to-day operations of the HR functions and duties
- Writing and issuing emails to team and departments on behalf of team or senior staff.
- Coordinating with PRO team.
- Compile and update employee records and assisting in payroll preparation.
- Coordinate communication with candidates and schedule interviews.

International Recruitment Consultant , 02/2020 - 07/2020 **Neptune**

International Private Limited - Cochin, Kerala, India & Abudhabi, UAE

- Screening candidates and drawing up shortlists of candidates for clients to interview.
- Built confidence and self-esteem in candidates to attend official interview.
- Interviewing and assessing prospective applicants matching them with vacancies at client companies.
- Headhunting.

Administrator/HR Assistant , 08/2017 - 08/2019

Genesis Inspection & Testing Services LLC - Sharjah / Abu Dhabi, United Arab Emirates

- Maintain & Update Company Data bases and Assist General Manager for PRO Works.
- Schedule meetings, interviews, HR events and maintain agendas.
- Review & verify the timesheets and send for Manager Approvals.
- Verify & sort the incoming CVs of Interested Candidates.
- Maintain calendars of the HR management team
- Created and maintained training material for Inspection Staffs, improving work quality within Company ISO Management System.



CONTACT

Address: Shabia 10, Abu Dhabi

United Arab Emirates 32959

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Email:

malavikapradeep95@gmail.com

SKILLS

- Project coordination
- Thorough documentation
- Scheduling and calendar management
- Customer relations
- Data entry
- Accounts reconciliation
- Reception
- Billing
- Documentation and paperwork
- Documenting and reporting
- Instagram, Facebook and Twitter marketing

- Maintained appropriate Quality document review process and approval procedures, completing Submission and delivering intently manner.
- Serve as point of contact with top level management and lower level management

Accounts Assistant, 08/2016 - 08/2017

Regal Water Experts Pvt. Ltd - Cochin, Kerala, India

- Prepared month end closing entries for detailed reporting and record-keeping.
- Maintained process documentation for financial department operations.
- Resolved vendor and employee inquiries about invoices and purchases in timely manner through research.

EDUCATION

Bachelor of Commerce (BCom), Finance & Tax, 2016

Mahatma Gandhi University - India

Master of Business Administration, Finance (Off-Campus), 2018

North East Frontier Technical University - India

ADDITIONAL INFORMATION

DOB : 03-08.1995

Nationality : Indian

Marital Status : Married

Passport No : R0965586

Visa Status : Resident Visa (Husband's), Expiring on July 2023 Languages : English, Hindi, Malayalam & Tamil