



RIYA ANTONY

riyaantony10@gmail.com

Contact: 00971 0567108986

MBA level educated human resource professional committed to the vision of improving the life quality of both the human community and environment. Seeking a challenging position of management where I can utilize my strategies and skills in attaining the organizations goal.

PROFILE OVERVIEW

- Assisting with day-to-day operations of the HR functions and duties. Providing administrative support on HR Processes.
- HR assistant skills include excellent organization ability, familiarity with MS Office and strong communication skills.
- Responsible for performing a wide variety of clerical, technical, administrative, and office duties in support of the human resources department.
- Answering online or face to face queries questions from employees.
- Responding to employment verification requests.
- Attending recruitment interview as a member.
- Receiving and tracking employment application form.
- Establishing proper organization structure.
- Coordinate with the finance department for processing of payments of employees.
- Planning, coordinating team task.

Experience in:

- HR Analytics
- Team Work and Collaboration
- Presentation/Public Speaking
- People management
- Performance Management
- Verbal and Written Communication
- Leadership
- Planning and Organization
- Interview coordination
- Problem solving

WORK HISTORY

Numero Uno Enterprises

Assistant Hr. Executive. (2020 September-2021 November)

Responsibilities:

- Mentioned company is a financial institution working on behalf of international banks.
- Providing administrative support on HR Processes.
- Responsible for performing a wide variety of clerical, technical, administrative, and office duties in support of the human resources department.
- Standardizing talent review and feedback processes.
- Assuring consistency among the talent management activities.
- Well versed in Building Candidate database
- HR assistant skills include excellent organization ability, familiarity with MS Office and strong communication skills.
- Answering online or face to face queries questions from employees.
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- Responding to employment verification requests.
- Attending recruitment interview as a member.
- Receiving and tracking employment application form.
- Establishing proper organization structure.
- Coordinate with the finance department for processing of payments of employees.
- Planning, coordinating team task.
- Standardizing talent review and feedback processes.
- Manages employee's grievances.
- Working closely with the Management team to understand the business, translate their staffing needs and provide them with the very best talent in the industry.
- Checking of sourced profiles, coordinating with Hiring Managers, scheduling of interviews, checking their communication skills, relocation and pay package.
- Managing Database, Update and create new database with active or passive candidates
- Sourcing candidates from various sources which includes social media, job portals and referencing.

EDUCATION

- **Master of Business Administration – KUFOS, Kochi**
2018–2020
- **Bachelor of Business Administration-UIT, Alappuzha**
2015–2018
- **CLASS 12- LAJANUTHUL MUHAMMADIYA HIGHER SECONDARY SCHOOL,ALAPPUZHA**
2013-2015
- **CLASS 10- MATHA SENIOR SECONDARY SCHOOL, ALAPPUZHA**
2012

PERSONAL DETAILS

Date of Birth : 29.11.1996
Marital Status : Single
Languages : English, Hindi, Malayalam
Nationality : Indian
Passport No. : U2753823
Visa Status : Visit Visa
Linkedin ID: <http://www.linkedin.com/in/riyaantony10>

DECLARATION

I hereby declare that the information given is correct to the best of my knowledge and belief and that I have not withheld any information that might affect my suitability for employment

Riya Antony