**KUSHALAKSHI D**



# CAREER OBJECTIVE

To be a dynamic HR Professional contributing to organizational growth by utilizing my exposure, skills and attributes whilst enhancing my leadership horizons.

# CONTACT DETAILS:

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Khushiarun001@gmail.com

# PERSONALDETAILS

D.O.B. -19/05/1991

Gender - Female Civil Status - Married Nationality – Indian Address- Abu Dhabi, UAE

Visa: Husband Visa

# HUMAN RESOURCES AND ADMINISTRATION PROFESSIONAL

**ADMIN OFFICER I RECRUITMENT ASSISTANT I HR ASSISTANT**

**CAREER HIGHLIGHTS**

* Well versed in all areas of Human Resource Recruitment Cycle with extensive experience in U.A.E. (AUG 2020 – Till Date).
* Extensive exposure in Administrative Management such as providing administrative advice, interpreting policies, drafting correspondence (including diplomatic affairs) &memos in QATAR (2015 to 2018).



# WORK EXPERIENCE

**RECRITMENT ASSISTANT CUM ADMINISTRATIVE OFFICER.**

**Al Mansoor Enterprises, Abu Dhabi, UA.E. – Aug 2020 – Till Date**

* Directly dealing with **Clients** regarding Labor supplies, required documents and costing.
* Ensuring the **confidentiality and security** of files and filing systems.
* Coordinating schedules, **arranging meetings, distributing memos and reports** and ensuring that everyone is kept current of necessary company news and information.
* Preparing correspondence, documentation, or presentation materials.
* Answer queries by employees and clients by **Email and phone**.
* Providing Administrative support like preparing documents for renewal PP, Visa and CCIPA Pass **to support PRO Department.**
* Establishes recruiting requirements by studying organization plans and objectives and meeting with managers to discuss needs.
* Helping with initial applicant screening, coordinate hiring activities, Maintain candidate database.
* Publishing job advertisements on social media, career pages, and online job boards.
* Planning & executing best Recruitment strategies through customized industry specified selection methods.
* Build and develop relationships with the business clients.

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| **STRENGTHS**  Flexibility  Time Management Go-Getter Attitude  Ability to deal with Different personality traits  Ability to work under Pressure Exposure in Cross Cultural Diversity Language Fluency in English &Hindi Manageable Knowledge in Malayalam  Comprehension and drafting ability in Legal Language  **PERSONAL ATTRIBUTES**  Dedication & Loyalty Commitment towards objectives Team Player  Leadership Adoptable Self-Motivated Innovative Listener | **ADMINISTRATIVE ASSISTANT–July 2015 – July2018**  **City Centre Rotana Doha, QATAR.**   * Organizes and **facilitates meetings, conferences, and other special events**; coordinates and attends committee meetings, and participates in committee discussions, and recorded, transcribed and distributed **minutes of meetings.** * Process documentation and **prepare organized Daily, Weekly, and Monthly Admin Reports** to the senior managers. * Maintain an **Executives Calendar and Schedule Appointments.** * Completing the **joining formalities and documentation** for the new hires. Creating Employee codes, Email ID’s, circulate Introduction mail to all Departments and making sure they are well equipped with the joining assets. * Preparation and distribution of Correspondence **memos, letters and Email.** * Establish and maintain various **filing / records**/ database of business contacts, trace pending items and follow up as appropriate. * Maintains **oﬃce supplies inventory** by checking stock to determine inventory level; anticipating needed supplies. * Managing emails and correspondence, updating contact details, Photocopying and Binding. * Order oﬃce supplies, **Organizing travel arrangements** for senior managers. * Provides historical reference by utilizing filing and retrieval systems. * Maintain up-to-date employee holiday records. * Resolve administrative problems. * Coordinating oﬃce procedures.   **SOFTWARE TEST ENGINEER Aug 2012 – July2015**  **Emind Technology Pvt Ltd Bangalore, INDIA**   * Expertise in identifying Test scenarios, Test cases writing, preparing test data using requirement specifications, Executing Test Cases and Bug tracking. * Experience in Manual Testing (Functional Testing, Integration Testing, Sys-tem Testing, Compatibility Testing, Regression Testing, GUI Testing, and Smoke/Sanity Testing). * Experience in logging application defects and maintaining defect report using MANTISHUB and having experience on test Management tool Test Link. * Active participation on Daily Scrum Calls, Good Interaction Developers and Clients. * Worked on **“Agile Methodology”**. |



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| **EDUCATIONAL QUALIFICATIONS**  **Bachelor’s in computer application (BCA) –SEP 2012**  **Mangalore University -INDIA**  **Pre-University Course**,*JanathaPri-University*, Karnataka, India. -2018 |

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