

DHANISH

+971505716943

UAE Work Visa / Permit: Valid

ghanishanees@gmail.com

www.linkedin.com/in/dhanishanees



WORK HISTORY

Human Resource Assistant

AKSON PNEUMATICS LLC, DUBAI | MAR2021 - SEP 2021

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Support all internal and external HR related inquiries or requests.
- Reviewing of incoming mail / calls and redirects them accordingly.
- Supporting with initial applicant screening.
- Scheduling and follow ups.

Human Resource Assistant

ULTIMATE SPORTS, MALAYSIA | MAY 2020 - JAN 2021

- Clerical & Administrative support to human resources.
- Coordinated across multiple departments internally for upholding of employee relations and training provided to the rest of the employees

Internship Trainee

ASIA MONITOR, MALAYSIA | DEC 2019 - MAR 2020

- Learned to evaluate a company portfolio & the competitive landscape of the market.
- Key focus on lead generation, marketing and evaluating partnership opportunities.

ACADEMIC HISTORY

University of Wales Trinity Saint David-

Malaysia

Master of Business Administration -

International Business & Marketing | Nov 2020

St.Aloysius Autonomous College -Mangalore

Bachelor of Business Administration - Human

Resources & Marketing | Apr 2019

CAREER OVERVIEW

A result-oriented MBA professional who's good at networking, listening & communicating with people, people's problems, coming up with solutions to help them is something i really enjoy. I'd like to introduce myself as a good HR Professional

SKILLS:

Employee Relation

Planning and Organizing

Excellent Team work

Communication & Negotiation

Growth Oriented

Excellent Customer Service

Relationship Building

CERTIFICATIONS

- BambooHR
- LinkedIn Recruiter
- Human Resources: Understanding of HR Systems Features and Benefits
- Recruiting Foundations: Recruiting for In-house recruiters
- Hiring Staff - Talent Acquisition