

Hashini Tharika

(Laid off from last employment due to Covid 19)

Summary

HR Administrative Officer, Business Development Officer with 4 years UAE experience. Employed in several organizations assisting in administrative tasks, human resources and a key contributor to strategic business planning with experience in leading, managing, developing long-range growth plans. Respected as a dynamic team leader and creative solutions provider.

Experience

ADMINISTRATIVE OFFICER - HR – Jan 2018 to July 2020

Etimad Holding LLC, Abu Dhabi

- Being the first point of contact for employees on any HR related queries.
- Assisting with payroll by providing the department with relevant employee information. i.e. Attendance, holidays
- Forming and maintaining employee records.
- Preparing and amending where necessary HR documents, i.e. employment contracts and recruitment guides
- Updating databases internally such as sick & maternity.

BUSINESS DEVELOPMENT OFFICER – June 2014 to August 2016

Chicago Training Institute, Abu Dhabi

- Developing the Sales and Marketing Strategy for training and consultancy programs.
- Responsible for the entire sales process, including prospecting, selling, negotiation, and closing.
- Active in marketing and selling certification programs through telesales, client meetups and social media.
- Achieve monthly sales targets.
- Maintain activity standards (number of sales calls, quantity of online demonstrations, time spent prospecting, account renewals, etc.

Education

ADVANCED HIGHER NATIONAL DIPLOMA IN HUMAN RESOURCES – Feb 2013 to Feb 2014

National Institute of Business Management, Sri Lanka

PROFESSIONAL QUALIFICATION IN HUMAN RESOURCES – June 2013 to September 2013

National Institute of Business Management, Sri Lanka

HIGHER SECONDARY SCHOOL

Sanghamitta College, Sri Lanka



Contact

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Highlights

- Administration
- Business Development
- Document Controlling
- Telesales
- Customer Service
- Social Media Expertise

Personal Info

- Nationality – Sri Lankan
- Date of Birth – 24/05/1991
- Marital Status – Married
- Visa Status – Cancelled Visa
- Notice Period – Immediately

IT Skills

- MS Office Tools

Languages

- Sinhala – Native
- English – Professional
- Hindi -- Intermediate