

# MALAVIKA PRADEEP

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## WORK EXPERIENCE

- **HR Coordinator , Capital Logistics** , Abudhabi , United Arab Emirates(Oct 2020 to Mar 2021)
- **Recruitment consultant , Neptune international** , Abudhabi , United Arab Emirates(Feb 2020 to Sep 2020)
- **HR Administrator , Genesis Inspection and testing** , Sharjah , United Arab Emirates(Aug 2017 to Aug 2019)
- **Accounts assistant , Regal water experts** , Kerala, India(Aug 2016 to Aug 2017)

## EDUCATIONAL BACKGROUND

- **North east frontier university** , Arunachal Pradesh , **Masters in business administration** , 2018, Finance
- **Mahatma Gandhi University** , Kerala, **Bachelor's in commerce** , 2016, Finance and taxation

## SKILLS

- quick learning
- team leader
- communication
- speed typing
- emailing
- ms office
- hr
- administration
- recruitment

PERSONAL BACKGROUND

- **Birthday:** - 1995-08-03