



## CONTACT

+971 55 4342986

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Dubai, UAE

## PERSONAL DETAILS

DOB : 10-12-1995  
Nationality : Indian  
Gender : Female  
Marital Status : Married  
Visa Status : Sponsor visa  
Hobbies : Dancing  
Language known :English, Malayalam, Hindi, Tamil

## TECHNICAL SKILLS

- **Office Suites**  
MS Word, Excel, PowerPoint
- **Accounting Software**  
Peachtree
- **Operating System**  
Windows, Linus/Ubuntu

# AISWARYA ULLAS

## HR Assistant/ Admin Assistant

## CAREER OBJECTIVE

Dedicated MBA Graduate with an experience in Administration and HR. Seeking a challenging Human Resource/Administration position which will permit me to employ my knowledge and expertise, and to foster my administration skills, interpersonal abilities and career progression as well become goodwill to the company.

## PROFESSIONAL STRENGTH

- An effective communicator with excellent relationship building & interpersonal skills.
- Process exceptional team spirit thereby helping in easy achievement of organizational and personal goals.
- Handle things tactfully and keep calm under any kind of pressure.
- Methodical and thorough approach to work.
- Leadership Quality

## EDUCATIONAL QUALIFICATION

- 🚩 **MBA in International Business**  
Pondicherry University, Mahe (2017-2019)
- 🚩 **Bachelor's Degree in Business Management**  
Chinmaya Arts & Science College for Women, Kannur University, Kannur (2014-2017)
- 🚩 **HSE (Commerce)**  
Kadambur Higher Secondary School, Kannur

EXTRA CURRICULAR

Management Fest

🏆 Won first place for treasure Hunt held at providence college, Calicut.

University Kalolsavam

🏆 Won ‘A’ Grade for Dance Performance.

EXPERIENCE

HR & Social Media Executive

AI Career HR Consultancy, Dubai  
UAE July 2020 – Present

Telesales Executive

Emperorcom Technologies LLC, Dubai  
UAE June 2019 – July 2020

INTERNSHIP PROGRAMME

Anaswara Silks, Kannur Kerala,  
India Recruitment & Selection

Studied the Recruitment and Selection procedure followed in Anaswara Silks. Also studied the various sources of recruitment held. Observed the approach of employees towards the recruitment and selection process. Provided suggestion based on the study.

DECLARATION

I State that all the information mentioned above is true as per my knowledge and belief.

**Aiswarya Ullas**