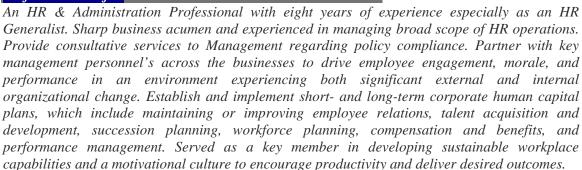
Jisha Sebastian- HR & Administration Specialist

Current Location: UAE (Dubai)
Mobile:0581559649-0557944391

Email: jishaalisha@gmail.com

Languages Known: English, Hindi, Tamil, Malayalam

Professional Profile



Areas of Expertise

Recruitment & Selection	Employee Relationships	Process improvements	
Talent Management	Conflict Management	Performance Management	
Budgeting	Compensation and Benefits	Payroll Management	

Education

MBA-HR	University of Wales	2006-2008
M.Com	Annamalai University	2008-2010
B.Com (TAXATION)	Mahatma Gandhi University	2003-2006

Employment History

Company Name	Designation	Period	Reporting to
Step Nursery	Administration	Sept 2018 to	Owner/Director
	Manager	March 2021	
Gems Legacy School	Learning Support	April 2016 to	Supervisor
	Assistant	Sept 2018	
Tee Dee Trading LLC	HR Coordinator	2012 to 2015	General Manager
Sristy's School of Aviation	Administrator	2008-2010	Manager