

**Jisha Sebastian- HR & Administration Specialist****Current Location: UAE (Dubai)****Mobile:0581559649-0557944391****Email: jishaalisha@gmail.com****Languages Known: English, Hindi, Tamil, Malayalam****Professional Profile**

An HR & Administration Professional with eight years of experience especially as an HR Generalist. Sharp business acumen and experienced in managing broad scope of HR operations. Provide consultative services to Management regarding policy compliance. Partner with key management personnel's across the businesses to drive employee engagement, morale, and performance in an environment experiencing both significant external and internal organizational change. Establish and implement short- and long-term corporate human capital plans, which include maintaining or improving employee relations, talent acquisition and development, succession planning, workforce planning, compensation and benefits, and performance management. Served as a key member in developing sustainable workplace capabilities and a motivational culture to encourage productivity and deliver desired outcomes.

**Areas of Expertise**

<i>Recruitment &amp; Selection</i>	<i>Employee Relationships</i>	<i>Process improvements</i>
<i>Talent Management</i>	<i>Conflict Management</i>	<i>Performance Management</i>
<i>Budgeting</i>	<i>Compensation and Benefits</i>	<i>Payroll Management</i>

**Education**

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

**Employment History**

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