



Aksha Thomas

HR Executive



Contact

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Professional Summary

Conscientious and compassionate Human Resources professional with drive for helping employers recruit, develop and retain qualified candidates. Skilled at partnering with management teams to build employee-centric cultures promoting positive morale and optimizing productivity. Motivating and positive with excellent interpersonal, coaching and communication skills, along with excellent organizational and time management skills with ability to prioritize and manage multiple tasks.



Work History

Front Desk Officer cum Admin Assistant

First Security Group LLC, Dubai UAE

handling calls and taking message

Greeting visitors

Guiding the customers /employees to the direct Destination

Receiving and disturbing mails

Answering queries

Maintain and clean the reception area

Taking AM Approval

Scanning, Resizing, Renaming

Updating Leave Status into the system

Drafting the Mail

HR Executive

Eranad Knowledge city, Manjeri, Kerala

Updated training processes by reviewing existing documentation, leveraging feedback from associates, and working with legal and compliance teams.

Provided guidance on policies and procedures to harmonize responses, provide appropriate investigation actions and reach resolution of grievances.

Streamlined HR efficiencies, coordinated new hire



Skills

File and records
Management Payroll
coordination Labor
negotiations Company
organization
Compensation and benefits
Multitasking abilities
Microsoft Office
proficiency
Recruitment strategies
Record keeping
Training and mentoring
Organizational
Development



Software

MS Offices, HTML, Java, C++



Languages

English, Malayalam, Tamil



Personal Details

Nationality:
Indian

DOB:
08/03/1996

2021-03-

2021-06

2019-06 -

2020-07

orientations and provided onboarding and training for managers and employees.

Adhered to all federal and state guidelines and managed payroll and benefits for over 500 employees.

Discovered and resolved complex employee issues that affected management and business decisions.

Improved team morale by resolving inquiries on new hire initiatives and employee workforce matters.

Facilitated on-boarding sessions and on-the-job training for new hires, bolstering employee job position knowledge and skill set.

Offer, Resignation & Appointment letter Handing.

Maintenance of registers & Daily Attendance Monitoring.

Education

MBA: HR/Finance

Adithay Institute of Technology - Tamil Nadu-INDIA

Bachelor of Commerce: Computer Application

Bharathiyar University Arts & Science College - Tamil Nadu - INDIA

Certifications

Certification from Sri Krishna College of Engineering & Technology for participation - Baron of Recrufest'17

Certification from The Tips Global Institute for Participating in 2018 Inter Collegiate Finance Fest.

Interests

Travel, Painting, Movies

Crafting, Designing, Music

It's my hobby, I love to paint, do craft, design dresses and sing which helps to express my creativity.

2017-09 -
2019-12



2015-05 -
2017-04

