



RIZANA RASHEED

Abu Dhabi

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DOB : 19/04/1994

OBJECTIVE

To obtain a challenging position in HR & Administration Departments and become an excellent team player, where I can implement skills to meet the Challenges of the position & the organization for which I am working for and to gain further skills which helps me to grow personally & professionally.

SKILLS

- Email (mail merge, filters, folders, rules)
- MS Office (Word, Excel, Outlook, Powerpoint, OneNote, Access)
- Google Drive (Docs, Sheets, Slides, Forms)
- Database management
- Data Entry

REFERENCE

INTERESTS

- Computer Applications
- HR activities
- Data Entry

LANGUAGE

- English
- Malayalam
- Tamil

EXPERIENCE

Doctors Destination

junior HR

Duration : **2013 - 2014**

- Preparing job advertisement, checking application form, short listing, interviewing and select candidates.
- Identify staff vacancies then developing job description and person specification
- Recruiting Doctors to Hospitals in India & Abroad
- Office Administration

Doctors Door

HR Coordinator

Duration : **2015 - 2017**

- Preparing job advertisement, checking application form, short listing, interviewing and select candidates.
- employees joining formalities like issuing offer letter, appointment letter and collect all necessary document for employees official paperwork
- Office Administration

Florida home care

Admin Assistant

Duration : **01/11/2020 - 11/1/2021**

Data entry operator cum watch fixer in Abu Dhabi international Airport for 2 months

EDUCATION

Bharathiar University

BCA

Passing Year - **2014-2017**

Grades : **75**

Passing Year -

ADDITIONAL INFORMATION

PERSONAL DETAILS

Date of Birth : 19-04-1994

Sex : Female

Visa Status : Husband Visa

Marital Status : Married

Nationality : Indian

Passport Number : P9837933

Signature:

RIZANA RASHEED