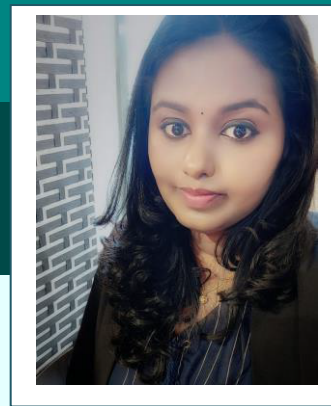


Haripriya Sasikumar

HR Coordinator, Assistant HR, Recruiter, Admin Assistant

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Career Objectives

Seeking to work as an **HR Coordinator or Assistant HR** to utilize my gained expertise and in-depth understanding of core concepts, practices and techniques in a fast-paced and challenging environment to ensure strong sustainable future.

Career Snapshot

- | | |
|----------------------|---|
| Nov 2019 – Feb 2020 | HR Coordinator
<i>Canadian care medical centre AL AIN</i> |
| Sep 2017 – Jan 2019 | HR Assistant and Customer service executive
<i>Columbia Asia Hospital, Bangalore</i> |
| July 2017 – Sep 2017 | HR Recruiter and Digital Marketing
<i>Blue chip international, Bangalore (internship)</i> |

Workshops/Achievements

- **Digital Marketing** (07/2017) by NICT computer education Bangalore, INDIA
- **ADVANCED EXCEL PROGRAMME** (12/2017) by Next step logistic management Pvt LTD Bangalore
- **Customer relationship management core concepts** (1/2018) by Jason SS_ Inspiring excellence
- **Negotiation Skills and training course** (11/2017) by swift MBA marketing and business analytics.
- **Participated in different cultural and photography competition**

Core Competencies

- | | |
|---------------------------------|-------------------------------|
| Strong Work Ethic | Leadership Skills |
| Staff Training and Development | Negotiating Strategies |
| Long term Relationship-Building | Maintains Confidentiality |
| Adaptability and Flexibility | Strategic Planning & Thinking |
| Diversity/ Multicultural Issues | Strong Decision Making |
| Critical Thinking Skills | Team Player |

Academic Qualification

MBA (HRM and Health Care)

Bangalore university
2016 – 2018

BSc NURSING

Rajeev Gandhi University of Health Science
2011 – 2015

Primary & Secondary Education

KERALA

Personal Information

Nationality: Indian

Marital Status: Single

Languages: English, Hindi, Tamil, Kannada, Malayalam

Visa Status: Visit visa Immediate available for joining

Computer Skills

Microsoft Office, Digital marketing, Web browsing, Familiar with recruiting software

Interests

Photography, Dancing, Painting & Sketching, Crafting, Music, Managing Events

References: Available upon Request

Occupational Profile

HR Coordinator

Canadian care medical centre
AL AIN

Job Responsibilities:

- Seek out and recruit job applicants to fill existing company's job openings.
- Interview applicants and administer pre-employment tests.
- Maintain accurate information in employees' files.
- Conduct training sessions and administer on-the-job training programs.
- Evaluate the effectiveness of training programs.
- Maintain records of employee participation in all T&D programs.
- Perform reference background checks on applicants.

HR Assistant and Customer service executive

Columbia Asia Hospital,
Bangalore

Job Responsibilities:

- Seek out and recruit job applicants to fill existing company's job openings.
- Interview applicants and administer pre-employment tests.
- Maintain accurate information in employees' files.
- Conduct training sessions and administer on-the-job training programs.
- Evaluate the effectiveness of training programs.
- Maintain records of employee participation in all T&D programs.
- Perform reference background checks on applicants.
- Correspond with job applicants to notify them of employment decisions.
- Analyse job duties and issue job descriptions.
- Assist processing transfers, promotions, and terminations.
- Coordinate management for employee's safety, and harassment allegations.
- Develop relationships with employment agencies of other recruitment resources.
- Ensure resources are properly allocated, and maximize customer satisfaction.
- Evaluate performance with key metrics (accuracy, call-waiting time etc.)
- Attend weekly staff meetings and participates in team-building activities.

Customer Service Executive

Brizo Global Logistic

Job Responsibilities:

- Greeting and welcoming visitors the way they get a positive first expression of the organization.
- Typing documents for managing directors and department admins.
- Answering and placing calls or emails for company inquiries.
- Connect callers and visitors with the right employees.
- Sorting and distributing mails to the concerned person or department.
- Setting and managing appointments.
- Handle basic customer service problems and requests.
- Maintains cleanliness and security by following company's procedures.
- Assist in administrative duties when required.

HR Recruiter and Digital Marketing (internship)

Blue chip international,
Bangalore

Job Responsibilities:

- Record keeping of
- Digital Marketing
- Maintain an updated emergency contact list containing phone numbers.
- Skimming and glancing over the documents.
- Forward the documents to related CRC units.
- Initial check of customer's application before approval.