



RIZANA RASHEED



CONTACT

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Abu Dhabi, UAE



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.



EXPERIENCE

Doctors Door, Wayanad, Kerala, India

2019 - 2020

HR (senior)

- 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

Doctors Destination, Palakkad, Kerala, India

2014 - 2016

HR(junior)

- 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



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



LANGUAGE

English

Malayalam

Tamil



EDUCATION

Bhatathiyar University, Coimbatore

2014-17

Bachelor's of Computer Application(BCA)



PERSONAL DETAILS

Date of Birth : 19-04-1994

Sex : Female

Visa Status : Husband Visa

Marital Status : Married

Nationality : Indian

Passport Number : P9837933



DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge.

Thanking you