**CURRICULUM VITAE**

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**PRASEEDHA KUSUMALAYAM**

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**Cell: +971559597891**

Comprehensive problem-solving abilities, excellent verbal and written communication skills, willingness to work sincerely, and adaptable to the environment.

OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

1. **ORGANIZATION – FREELANCER**

**Designation – HR Consultant– (Oct 2021– April 2022)**

HR Activities/ Recruitment /Staffing solutions/Consulting/Visa processing

1. **ORGANIZATION – MAS Supermarket, Abu Dhabi, UAE**

**Designation – Sr. HR Head (2019 – 2021)**

* HRM - Guide the HR team to efficiently and effectively fill open positions Disciplines - compensation and benefits, training and development, employee relations recruitment and selection. Maintain a soft record & hard file record of all company employees’ files. Guiding the team in coordinating with the PRO to submit and ensure the processing of all types of visa applications, medical and make sure of the timely processing, including all type of visa.

Manage the timely renewal/non-renewals of all employment visas /employee immediate dependents /labor contract renewal and medical insurance renewal etc.

* Set objectives for the HR team and track progress. Design and implement company policies that promote a healthy work environment. Develop compensation and benefits plans. Support and suggest improvements to the entire recruitment process. Host in-house recruitment events. Discuss employees’ career development paths with managers.
* Ensure HR staff addresses employees’ requests and grievances. Maintain HR procedures that comply with labor regulations. Coordinate on timely manner with all the departments for feed backs and issues. Monitor HR metrics (e.g. turnover rates and cost-per-hire). Review departmental budgets. Organize learning and development programs.

1. **Organization - Nass contracting, Abu Dhabi, UAE**

**Designation – HR In charge, (2015- 2018)**

* HR/Recruitment - to efficiently and effectively fill open positions Disciplines- compensation and benefits, training and development, employee relations recruitment and selection. Employee soft record - Maintain a soft record & hard file record of all company employees files. Visa process - Responsible to submit and ensure the processing of all types of visa applications, medical and coordinate with company PRO for timely processing, including all type of visa.
* Renewals /non-renewals - Manage the timely renewal/non-renewals of all employment visas /employee immediate dependents /labor contract renewal and medical insurance renewal etc. Accounts assistance - Bonus calculation, OT calculation, increments, and promotions file updating.
* Employee assistance - Assist and provide information to all staff as per requirement on daily basis for all their daily concerns e.g. original passport submission & withdrawal /all application approvals /exit updates /visa procedures. Exit management: manage and monitor exit of all staff upper level to lower level for their timely exit for change status for the renewal of their visa.

1. **Organization – Financial Securities Ltd, Kerala, India**

**Designation – Branch In charge – (2010 - 2014)**

* HR/Recruitment/Marketing - Conducting telephonic interview for the candidates, short listing, fixing dates for interviews with board of members. Welcomes new employees to the organization by conducting orientation. Provide general administrative including mailing, scanning, faxing and copying to management. Provides payroll information by collecting time and attendance records. Maintains employee information by entering and updating employment and status-change data. Provides payroll information by collecting time and attendance records. Maintains employee information by entering and updating employment and status-change data.

1. **Organization – Act – Recruiting & Charitable Society /Hospital– Bangalore**

**Designation – HR Head – (2003 - 2009)**

* Recruitment – General recruitment to all the country, telephonic and direct interviews related to the job, HR & Administration in charge, accounts verification in charge, over all supervising.
* Conducting training & meetings with the staff to help them improve the quality of the work and to achieve their targets. Helping faculties to conduct the classes in a professional way. Provide general administration. Maintain electronic and hard copy filing system, open, sort and distribute incoming correspondence.

**Education**

**MBA – HR**- NATIONAL INSTITUTE OF BUSINESS MANAGEMENT, CHENNAI - 2015

**BACHELOR OF ARTS -** 2006(HINDI), MYSORE UNIVERSITY

**BACHELOR OF ARTS –** 2003 (HSP)

**Language skill**

English, Kannada, Hindi, Malayalam, Tamil, Telugu

**Management skills**:

* Strong influencing and communication skills.
* Ability to pick up new skills and knowledge quickly.
* Completing all tasks in a timely, organized and professional manner.
* Flexible and enthusiastic approach.

**Technical / training**

**Pay Roll Training** – (Build Smart) – Abu Dhabi, UAE-2016

Customer Care/HR Training - Moulana Hospital, Kerala-2015

Diploma in Office Secretary/Pro-India –Accounts Service Society – 2010

Diploma in Computer Hardware-Bangalore – 2005

Diploma In Office Automation- Basics, Windows, MS-DOS, MS-WORD, MS-POWER POINT, MS-EXCEL, Tally, Internet- Bangalore – 2002 - 2003

Diploma in Desktop Publishing- Pagemaker-6.5, Corel Draw-10, Photoshop-6.5. – 2002-2003, Bangalore

**Personal profile**

Name : Praseedha.K

Current Address : Salam street, TCA, Abu Dhabi, UAE

Father’s Name : K.P. Velayudhan Nair

Nationality : Indian

Visa status : Visit -valid till 20 August 2022

**PRASEEDHA KUSUMALAYAM**