



RAHUL N V

HR EXECUTIVE

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📍 Karama, Dubai

ACADEMIC CREDENTIALS

- 2019 54% **MASTER OF BUSINESS ADMINISTRATION**
 - HR & Marketing
 - Kannur University
- 2015 63% **BSC. CHEMISTRY**
 - Kannur University
- 2012 79% **HIGHER SECONDARY**
 - Board of Higher Secondary Examination, Kerala, India
- 2010 75% **SSLC**
 - Board of Public Examination, Kerala, India

COMPUTER PROFICIENCY

- MS Office, Word ★★★★★
- Basic Operations ★★★★★
- Internet & Email ★★★★★

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

PROFILE SUMMARY

- **HR EXECUTIVE** with the ability to excel HR operations and make areal difference in the organization's revenue generation.
- Knowledge in selling process & fully recognize the human & emotional aspects of buying & selling.

KEY SKILLS

- Teamwork
- Work Ethic
- Communication
- Problem Solving
- Organizational Skills
- Time Management
- Interpersonal ability
- Technical skills
- Punctual
- Quick Learner
- Hardworking
- Analytic Skills

EMPLOYMENT CHRONICLE

HR EXECUTIVE

KEY RESPONSIBILITIES

- Creating an environment of open communication.
- Hiring and retaining talent for the organisation at the right cost.
- Creating and approving budgets for all the departments.
- Helping make the payroll of the company.
- Assess training needs and coordinate learning and development initiatives for all employees.
- Helping resolve conflicts and other issues within the company.
- Conducting exit interviews with outgoing employees.
- Overseeing the termination process of an employee.
- Counselling employees who are stressed.
- Working with departmental heads during appraisals.
- Introducing employee wellness programs.
- Creating company policies based on best practices.
- Remembering employee birthdays and important event dates.

LANGUAGES KNOWN

English	<div></div> 100 %
Hindi	<div></div> 85 %
Malayalam	<div></div> 100 %
Tamil	<div></div> 85 %

INTERESTS



Songs



Travelling

REFERENCE

- Available upon request

ACADEMIC PROJECT

- M B A Final year Project | 45 days
BIG BAZAAR, Kasargod, Kerala, India

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 02-07-1994
Nationality	: Indian
Marital Status	: Single

PASSPORT DETAILS

Passport Number	: N 8797354
Date of Expiry	: 17/3/2026

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

RAHUL N V