



Rajeesh VK

HR Assistant

Contact

Address

Dubai Indian

Phone

+971509506971

E-mail

rajeeshvk42@gmail.com

Skills

Computer literacy



Teaching



Team Player



Staff education and training



Languages

English



Advanced (C1)

Hindi



Advanced (C1)

Arabic



Intermediate (B1)

Malayalam



Focused Business Administration graduate with over 4 years of experience in human resource departments. Dependable, dedicated and knowledgeable in effectively managing employee information and resolving personnel issues.

Work History

2021-11 -

2022-12

HR Assistant

Simple Solutions Exhibition Fitting LLC , Dubai

- Responded to inquiries by answering telephone calls, in-person questions and emails.
- Documented human resources records and maintained confidentiality of sensitive personal information.
- Screened applicant resumes and coordinated both phone and in-person interviews.
- Organized new employee orientation schedules for new hires.
- Posted positions through approved recruitment channels.

2017-08 -

2020-12

Payroll Assistant

Dana Water , Abha

- Checked accrued hours against listed hours for leave time.
- Updated employee banking records when it was necessary.
- Verified timekeeping records and handled any discrepancies with employees.

2014-02 -

2016-12

Supervisor

PepsiCo , Riyadh

- Created successful work schedules for each team member to maintain deadlines and fully staff shifts.
- Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows.
- Interviewed, hired and trained new employees for production positions.
- Evaluated employee performance and coached and trained to improve weak areas.

Education

2010-07 - 2012-03	Master Of Business Administration: Human Resources Management & Finance <i>SAN International Business School - Coimbatore, India</i>
2007-06 - 2010-03	Bachelor Of Science: Mathematics <i>Calicut University - Kerala, India</i>

Passport No :

W5313348

Expiry Date:

09.11.2032

Declaration

I hereby declare that the above-mentioned information is accurate to the best of my knowledge and belief.

Rajeesh. V. K