



ATHIRA K

HR ASSISTANT/ADMINISTRATIVE ASSISTANT

PROFILE

Proactive **HR** Assistant with experience handling daily admin and HR duties and assisting with recruitment, record keeping, Statutory works and Hospital Project. Highly organized with great interpersonal skills.

CONTACT

PHONE: +971564640054

LOCATION: DUBAI,UAE

EMAIL:athirak9447@gmail.com

SKILLS

- Administrative support
- Data management
- Interview coordination
- Recruitment processes
- Training and development
- Candidate sourcing
- File and records management

EDUCATION

- **Certified HR Specialist** from Avodha, February 2023, 80%
- **Master of Business Administration** from Kerala University, February 2022 , 60%
- **Bachelor of Business Administration** from Kerala University, April 2019, 60%
- **Plus Two** from Board of Higher Secondary Examination, Kerala, 2016, 72%.
- **SSLC** from Board of Public Examination, Kerala, passed in 2014,86%.

WORK EXPERIENCE

SREE GOKULAM MEDICAL COLLEGE [Quality Executive]

January 2022 – September 2022

- Implementation of standards related to Quality Management system and monitoring the functioning of prescribed standards.
- Act as NC / CAPA Lead in assigned units.
- To carry out facility inspection rounds and identifying safety risks areas, documenting and taking corrective and preventive measures.
- Ensure that Corrective action and Preventive action process is implemented effectively.
- To monitor Departmental Quality Indicators and conducting periodic mock drills
- SOP for internal audit based on NABH standards

PERSONNEL DETAILS

- Gender : Female
- Visa Status : visiting visa
- Date of Birth : 23-12-1998
- Nationality: Indian
- Marital Status : Single
- Passport Number : T6870433

LANGUAGE KNOWN

- Malayalam
- English
- Tamil

Dr.KM CHERIAN INSTITUTE OF MEDICAL SCIENCE [HR Assistant]

November 2022- February 2023

- Provided administration support to HR managers by writing reports and generating documents, completing as requested.
- Offered assistance throughout recruitment processes.
- Maintained accurate, well-organized company records.
- Manipulated data for HR presentations using advanced abilities in Google Sheets and Excel.
- Reviewed HR documentation and handbooks regularly and completed timely updates.
- Posted job listings across various platforms and social media channels to increase talent pools.
- Processed and recorded client paperwork systematically for ease of filing and retrieval.
- Recorded appointments and meetings in office diaries for clear, up-to-date calendars.
- Involved in statutory works such as ESI & PF
- Worked as part of hospital NABH entry level project.

INTERSHIPS

- More Supermarket – Sales Intern (paid)
16th Dec 2019 – 20th Dec 2019
- Learnovate E-commerce – Head HR (paid)
26th Oct 2020 – 26th Nov 2020
- IFortis Corporate– Marketing &Sales Intern
14th May 2021 – 29th Jun 2021
- SGMC Hospital–Quality executive (paid)
1st Jan 2022 – 29th May 22
- Erekrut – Talent Acquisition (paid)
1st April 2023 – 1st June 2023

DECLARATION

I ATHIRA do hereby declare that all information provided by me above is true, correct and complete to the best of my knowledge and belief and can be supported by relevant documents as required.

ATHIRA K