



RIMSI CHERIYATIL

HUMAN RESOURCE PROFESSIONAL

PROFILE

I am positive and hardworking individual, who always strives to achieve the highest standard possible, at any given task. I possess excellent communication skills and I have the ability and experience to relate to a wide range of people. I enjoy learning new things and work in an environment, which encourages me to succeed and grow professionally where I can utilize my skills, and knowledge. I can work very well under pressure.

CONTACT

+971 526597781

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Dubai, United Arab Emirates

MARITAL STATUS
SINGLE

NATIONALITY
INDIAN

OBJECTIVE

A challenging position in an environment requiring a diverse array of management skills.

WORK EXPERIENCE

RUGMYS GROUP DUBAI, UAE

2022 - 2024

HR Assistant

- Maintained employee data and kept updated accounts of all employment records
- Assisted in recruiting and training of new employees
- Supported daily operations of human resources department
- Mentor employees through personal and professional issues
- Organized employee recognition events, health fairs, safety meetings, and communication events
- Coordinate HR projects (meetings, training, surveys etc) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations

Hyundai Motors, Kerala, India

2017 - 2022

HR Assistant

- Assist with day to day operations of the HR functions and duties.
- Provide clerical and administrative support to Human Resources executives.
- Compile and update employee records (hard and soft copies).
- Process documentation and prepare reports relating to personal activities (staffing, recruitment, training, grievances, performance evaluations etc).
- Communicate with public services when necessary
- Properly handle complaints and grievance

SUN NET WORK, Kerala, India

2011 - 2013

Office Administrator

- Coordinate activities throughout the company to ensure efficiency and maintain compliance with company policy.
- Supervise members of the administrative staff, equally dividing responsibilities to improve performance
- Manage emails, letters, packages, phone calls and other forms of correspondence
- Create and update databases and records for financial information, personnel and other data
- Track and replace office supplies as necessary to avoid interruptions in standard front office procedures
- Submit reports and prepare proposals and presentations as needed

SOFTWARE SKILLS

MS EXCEL
MS WORD
POWER POINT
OUTLOOK

LANGUAGE SKILLS

ENGLISH
MALAYALAM
HINDI

PERSONAL SKILLS

LEADERSHIP
MULTI TASKING
INITIATIVE
DECISION MAKING

PROFESSIONAL SKILLS

TRAINING &
DEVELOPMENT

STRATEGIC
THINKING

ORGANIZATION

RELATIONSHIP

TEAM WORK &
COLLABRATION

BUSINESS
MANAGMENT

Videocon DTH, Kerala, India

2008-2011

Data Entry

- Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners.
- Type in data provided directly from customers
- Create spreadsheets with large numbers of figures without mistakes
- Verify data by comparing it to source documents
- Update existing data
- Retrieve data from the database or electronic files as requested
- Perform regular backups to ensure data preservation
- Sort and organize paperwork after entering data to ensure it is not lost

EDUCATIONAL QUALIFICATION

POST GRADUATION

2016

MBA (Human resources)

BHARATHIYAR UNIVERSITY

BACHELOR DEGREE

2007

B.Com (Co-operation)

CALICUT UNIVERSITY

HIGHER SECONDARY EDUCATION

2004

COMMERCE

Tamilnadu Higher Secondary Board

SSLC

2002

Govt Vocational Higher Secondary

School MANKADA

DECLARATION

I hereby declare that the information above are true to the best of my knowledge.