

# Priyata Manohar

## Administration



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### Career Objective

I bring a unique blend of Admin, HR and UI design skills. My HR experience includes recruitment and employee engagement, while my UI design expertise focuses on creating intuitive user interfaces. This combination enables me to address challenges from multiple perspectives, enhancing both workplace culture and user experience.

### Professional Experience

#### Administration | HR Assistant, World Of Champions Gym

2024 Jun – 2025 Feb  
Dubai, UAE

- Assisted in the **recruitment process**, including screening resumes, scheduling interviews, and coordinating with candidates.
- Managed **employee records**, ensuring accurate documentation of contracts, leave requests, and performance evaluations.
- Supported **onboarding and training** by preparing materials, coordinating sessions, and facilitating smooth integration for new hires.
- Handled **HR administrative tasks**, such as maintaining databases, preparing reports, and managing confidential information.
- Assisted in drafting and processing HR-related documents, including **offer letters, policies, and employee agreements**.
- Coordinated office operations, ensuring efficient communication between departments and external vendors.
- Processed **attendance and payroll support**, verifying timesheets and ensuring compliance with company policies.
- Provided support in **employee engagement initiatives**, helping organize team events and wellness programs.
- Acted as a point of contact for employee queries, assisting with HR-related concerns and escalating issues when necessary.

#### QA Engineer / UI Designer, Zongovita

2022 Aug – 2023 Aug  
Bangalore, India

- Ensuring comprehensive test coverage, identifying critical issues and enhancing product quality before launch.
- Developed and maintained 200+ test cases, enhancing testing efficiency by 30% and streamlining release cycles.
- Created UI wireframes and prototypes for web and mobile apps, ensuring seamless user experiences.
- Contributed to a successful product launch by optimizing the user experience through detailed UI/UX design, testing and seamless implementation, ensuring a smooth and impactful release.

## Skills

- Office Administration & Management
- Calendar & Schedule Coordination
- Travel Planning & Expense Reporting
- Document Preparation & Record Keeping
- Strong Communication & Interpersonal Skills
- Proficiency in Microsoft Excel, Outlook, Ms Word,
- Strong communication and interpersonal skills
- Ability to handle high-pressure situations while maintaining professionalism.
- Able to fully understand customer needs and concerns to provide appropriate solutions.
- Managed multiple customer interactions simultaneously while maintaining service quality.

## Education

**B.E in Computer Science**, A.J Institute of Engineering and Technology

2017 Jul – 2021 Jun  
Karnataka, India

**Kerala Board**

2015 – 2017  
Kannur, India

## Professional Strength

- Outstanding communication and interpersonal skills.
- Excellent time management and organizational skills.
- Persuasive, emphatic with good problem-solving.
- Team player possessing the attitude and passion for perfection and innovation.
- Ability to deal with customer support in a professional manner.
- Quick learner, detail oriented and ability to adapt to new processes in limited time frame.
- Multi-tasking skills and ability to work under pressure.

## Personal Information

Nationality : Indian

Date of Birth : 20th April 2000

Address : Dubai, UAE

Civil status : Female, Single

Visa status : Visit Visa