

# Natasha Morseth

in http://linkedin.com/in/natasha-morseth

### PROFILE

Results-driven and detail-oriented HR Assistant and Admin professional with a proven track record of streamlining administrative processes and providing comprehensive support to HR functions. Possessing a strong understanding of human resources practices, compliance, and administrative operations, I am adept at handling a wide range of tasks, from coordinating interviews and onboarding to managing confidential employee records

# PROFESSIONAL EXPERIENCE

2021 - 2023 Colombo,, Srilanka

#### **Envision Circle. HR ASSISTANT**

- Assisted in the recruitment process by screening and interviewing potential candidates.
- Prepared and maintained employee records in accordance with company policies and legal
- Handled employee benefits inquiries and processed enrollments, changes, and terminations.
- Assisted with the development of job descriptions, salary scales, and organizational charts.
- Ensured compliance with all federal, state, and local regulations related to employment.
- Assisted with the organization of company and team events.

01/2020 - 12/2020 colombo, Sri Lanka

#### **HSBC HDPL**, DATA PROCESSING EXECUTIVE

- Utilized data entry skills to accurately enter and maintain large volumes of customer information into databases.
- Developed and maintained customer databases using various data entry software applications.
- Maintained a high level of accuracy and speed for data entry.
- Verified data entered into the system for accuracy and completeness.

12/2017 - 05/2018 Ekala, Sri Lanka

# Travel Lab, TOUR EXECUTIVE CUM ADMINISTRATOR

- Led informative, engaging, and entertaining tours across multiple areas of interest.
- Utilized excellent customer service and communication skills to create memorable experiences.
- Ensured all guests had a positive experience by responding to questions and concerns in a timely manner.
- Developed and executed0 comprehensive tour experiences for groups of up to 30 individuals.

## **EDUCATION**

Diploma in Airline Ticketing, IATA 05/2017 - 09/2017 | colombo, Sri Lanka

Foundation Course in HRM (FCHRM),, CIPM 12/2022 | colombo, Sri Lanka

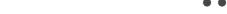
Atamie International School, IGCSE, 08/2016

## SKILLS

- Administrative Efficiency
- HR Support
- Record Keeping & Documentation
- Compliance & Policy Adherence
- Technology Proficiency
- Communication & Interpersonal Skills

LANGUAGES

English Tamil



Sinhala