



Natasha Morseth

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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

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| 2021 – 2023
Colombo,, Srilanka | Envision Circle, HR ASSISTANT <ul style="list-style-type: none">- Assisted in the recruitment process by screening and interviewing potential candidates.- Prepared and maintained employee records in accordance with company policies and legal requirements.- 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 <ul style="list-style-type: none">- 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 <ul style="list-style-type: none">- 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 executed 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	● ● ● ● ●		