

# SALMA RIYAZ

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Human Resources Management professional

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## CONTACT

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EMAIL:

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PHONE- +971501053708

## PROFILE

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Dedicated professional with bachelor's degree in civil engineering and Post Graduate Diploma in HR Management. Looking forward to an opportunity in an establishment where I'm rewarded for my skills and is mutually beneficial.

## SKILLS

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- Communication Skills
- Empathy
- Patience
- Organizational skills
- Problem Solving
- Multitasking
- Adaptability
- MS OFFICE
- Creativity
- Strategic thinking

## EDUCATION

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*Indira Gandhi National Open University, India*

**Post Graduate Diploma in Human Resource Management**  
(PGDHRM) 2023 — 2024

Achieved Passing percentage of 71.3%

*APJ Abdul Kalam Technological University, India*

**Bachelor of Technology- Civil Engineering 2015 — 2019**

Achieved a cumulative CGPA of 7.63

*Board of Higher Secondary Education, India*

**Higher Secondary Education**

2014-2015 — Achieved passing percentage of 87.42%

## ADDRESS

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NAD AL HAMAR  
DUBAI  
UAE

Visa Status: **Residential**

## ACHIEVEMENTS

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IJERT Certification of journal publication entitled by A Comparative Study on Toughness using Hair and Coir Fibers In Self Compacting Concrete.

NPTEL Online course Certification on Concrete Technology

Member of Institution of Engineers (IOE)

## LANGUAGES

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English – Fluent  
Malayalam- Native  
Arabic- Intermediate  
Hindi- Intermediate