

Ridha Abdullah

HR & Admin Assistant

Proactive **HR & Admin Assistant** with 2 year of experience. Organized and Detail oriented, exceptional support to HR executives and teams in fast-paced environments. Proven expertise in managing schedules, coordinating meetings, and handling correspondence with a strong ability to maintain confidentiality and prioritize tasks efficiently.

Experience

2022-01	HR & Admin Assistant
2024-07	Agatha Cleaning Services, UAE
<ul style="list-style-type: none">• Provide support in recruitment processes, including scheduling interviews and onboarding new employees.• Managed and updated filing recruitment database, both electronic and physical, leave records and performance evaluations.• Assist in recruitment processes, including posting job advertisements, screening resumes, scheduling interviews, and coordinating with candidates.• Assisted in the development and implementation of recruitment procedures to improve operational efficiency.• Manage employee benefits and payroll queries, liaising with the finance department to ensure accurate and timely processing.• Coordinate office activities and manage administrative tasks such as filing, data entry, and correspondence.• Handle employee inquiries and resolve issues related to HR policies, benefits, and workplace concerns.• Utilizes multiple tools of MS Office software tools to get the work done.	



Contact

Address
Sharjah, UAE

Phone
+971 565936962

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Skills

Understanding	●●●●● Excellent
Management	●●●●● Excellent
Problem-Solving	●●●●● Excellent
Designing	●●●●● Excellent
Collaboration	●●●●● Excellent
Analytics	●●●●● Excellent

- Liaising with clients over Phone calls and in person.
- Handling Company's Various Bill payment and banking related requirements.
- Facilitated communication between departments to streamline operations and resolve issues.
- Good understanding of front-end technologies like HTML, CSS, JavaScript.

Education

2018-07 -
2021-07

BCA: Computer Applications
Kannur University - Kerala-India

Technical Skills

- Proficient in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Strong organizational and multitasking abilities
- Employee Data and Database Management
- Creating and Maintaining Reports of Candidates and Filings
- Experience with CRM management software (e.g., Salesforce)
- Ability to handle confidential information with integrity
- Written and verbal communication skills

Skills

2024-02 -
2026-02

Valid Driver's License - LMV
United Arab Emirates

Achievements

2023-03

Salesforce Certified Administrator – Salesforce

2022-10

Digital Marketing - HubSpot Academy

2021-05

The Fundamentals of Digital Marketing – Google

Interpersonal skills

Excellent

Attention to detail

Excellent

Willingness to learn

Excellent

Adaptability

Excellent

Languages

English

Excellent

Malayalam

Excellent

Hindi

Very Good

Tamil

Very Good

Interests

Interacting with new people

Performing challenging tasks