



M. IAZEENA FARWEEN

HR Intern

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☎ 058-229-7568

📍 Abu Dhabi, UAE.

PERSONAL INFO

Date of birth : 30/09/1999

Nationality : Sri Lankan

Marital Status : Single

EDUCATION

Diploma in HRM

CIPM - Sri Lanka

In Progress

Certificate in HRM

CIPM - Sri Lanka

Mar 2019 - Aug 2019

Diploma in English

Britishway English Academy

2018 - 2019

G.C.E. Advanced Level (commerce)

Al-Ashraff National School

2016 - 2018

SKILLS

- Problem-Solving
- Time Management
- Communication
- Listening
- Ms office
- Team Collaboration

LANGUAGE

- English
- Tamil
- Sinhala
- Malayalam (can understand little)

Profile

I am a highly enthusiastic and detail-oriented person with a strong interest in Human Resources. I am seeking an internship to gain practical experience in all aspects of HR, including recruitment, onboarding, employee relations, and training & development. I am eager to learn from experienced professionals and contribute to a positive and inclusive workplace.

WORK EXPERIENCE

Modest Gift Shop - Abu Dhabi, UAE

Shop Incharge

Sep 2023 (currently working)

- Planning purchases
- Record keeping
- Supervised incoming merchandise & product
- Preparing promotional materials & displays
- Customer service
- Operating cash registers & point-of-sale machines

Royal Lanka Company (pvt) Ltd - Sri Lanka

Receptionist

Apr 2020 - May 2021

- Greeting visitors
- Handling queries & complaints via phone, email & general correspondence.
- Transferring calls as necessary
- Preparing vouchers
- Managing meeting room availability
- Other assigned clerical duties

Union Excess Holding - Sri Lanka

HR Intern

Sep 2019 - Feb 2020

- Updating company databases by inputting new employee contact information & employment details
- Posting & Removing job advertisement from job boards & social media platforms
- Preparing & sending offer & rejection letters or emails to candidates

Cliftexiles (pvt) Ltd - Sri Lanka

Marketing clerk

July 2018 - Aug 2019

- Maintain filing systems either manually or electronically
- Making orderforms, invoices & quotation
- Operates office machines
- Performs clerical duties including typing, filling, emailing & etc