

MANISHA KOTHARI

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OBJECTIVE

To pursue a long-term professional relationship with a dynamic and well reputed institution that enables me to further enhance, strengthen and apply the knowledge acquired at studies and work coupled with an aim to contribute positively towards the Organization's work ethics to the best of my expertise.

QUALIFICATIONS

- ❖ **BBA - Bachelors in Business Administration**
IoHBM - Institute of Health & Business Management
Jinnah Sindh University, Karachi.
2018 – 2022 (CGPA – 3.45/4)
- ❖ **Board of Intermediate Education**
Higher Secondary School Certificate
2016 ('A' grade – 73%)
- ❖ **Board of Secondary Education**
Secondary School Certificate
2014 ('A-1' grade – 80%)

WORK EXPERIENCE

Eminent4U Pvt. Ltd

Talent Acquisition Specialist

January 2023 - May 2025

Brief description of responsibilities and key tasks performed:

- Spearheaded end-to-end recruitment processes, including drafting job descriptions, screening candidates, and conducting interviews.
- Built and maintained a talent pipeline by creating and updating candidate profiles, ensuring a steady flow of suitable applicants.
- Facilitating communication between hiring managers and candidates, scheduling interviews and ensuring timely follow-ups.
- Designed and delivered Learning and Development (L&D) modules focusing on skills development and career pathing.
- Developed impact-measurement assessments and maintained analytics dashboards for continuous improvement.
- Maintaining records of employees in HRMS system and other screened candidates and prepared insightful weekly reports for management meetings.
- Onboarding new staff members, collecting relevant documents, conducting comprehensive orientations, and ensuring a smooth transition into the organization.
- Conducting employee verification process, including background checks with previous employers, to ensure candidate authenticity and compliance with company policies.
- Managing attendance and leaves through HCM software, ensuring accurate tracking and efficient HR operations.
- Successfully led bulk hiring initiatives for the UK market, identifying and attracting top talent to drive business growth and excellence.

GAO TEK Inc. - USA

HR Intern - Remote

November 2021 - March 2022

Brief description of responsibilities and key tasks performed:

- Developed job descriptions and posted jobs on recruitment portals like LinkedIn, expanding the company's talent reach.
- Assisted in screening candidates' applications, scheduling interviews, and conducting online orientations, ensuring a positive candidate experience.
- Maintained employee onboarding records and ensured compliance with company policies.



KEY SKILLS AND COMPETENCIES

- Team player, flexible, open-minded, responsible and punctual;
- High level of motivation and positive approach;
- A self-starter, able to work under pressure in a constantly changing environment;
- Quick learning abilities and Effective Communication;
- Analytical mind with attention to detail, and ability to "think out of the box".
- Knowledge of UAE labor law and HR best practices.

ACHIEVEMENTS

- Silver Medalist – Achieved 2nd position on university level in Graduation.
- Consistent position holder during school.
- Got 2nd position in Business City - An Entrepreneurship Competition.
- Got 3rd position on University level in Speech Competition on Earth Day.
- Organized a successful "Pakistan's Independence Day" function at IOHBM.

LANGUAGES - English, Hindi, Urdu, Sindhi.

PERSONAL DETAILS

Address: Silicon Oasis, Dubai, UAE.

DOB: June 28, 1998

Cell: 058-3042127

Nationality: Pakistani

VISA Status: Visit Visa

LinkedIn:

<https://www.linkedin.com/in/manisha-kothari-24a77319a>