



EDUCATION

Master of Science in Marketing
Qatar University, College of Business
and Economics/ 2019

Bachelor of Business Management
(BBA)
ICFAI Business School-Hyderabad
India / 2017

Diploma in Business Management
Guru Nanak Dev College- Bidar /
2014

SKILLS

Written and Verbal communication
skills

Creative Thinking

Research Knowledge

Client Management

Technical Skills

Analytical Thinking

Attention to detail

Interpersonal Skills

MS Word, MS Excel and MS Power
point

CERTIFICATIONS

Business Intelligence and Analytics

ISO 9001:2015 (Lead Auditor)

SAP for HCM Consultant

PMP Certification (Ongoing)

HR Analytics using MS Excel
(Ongoing)



ABOUT ME

Detail-oriented and highly organized professional with experience in human resources and administration. Proven ability to manage complex schedules, coordinate meetings, and handle sensitive communications with professionalism and discretion. Proficient in Microsoft Office Suite and skilled in administrative management, with a strong understanding of HR policies and procedures. A quick learner with a passion for fostering a positive workplace culture and enhancing operational efficiency. Eager to contribute enthusiasm and a fresh perspective to the role of Administrative Assistant within the HR team.



WORK EXPERIENCE

Admissions Support Specialist

Indian School of Business (June 2021 – July 2024)

- Managed and organized executive schedules, coordinating approximately 500-600 appointments and meetings per week, ensuring seamless operations and maximizing productivity within the HR team.
- Demonstrated dedication by working extended hours to meet tight deadlines and efficiently complete all administrative tasks related to HR functions.
- Provided exceptional client support by meticulously handling inquiries via email and phone, fostering positive relationships and enhancing the overall employee experience.
- Assisted in advising clients on various HR programs, addressing 200-300 inquiries weekly, which contribute to improved employee satisfaction and retention.
- Streamlined daily reporting processes by consolidating data from HR software, summarizing lead status to facilitate informed decision-making for the HR executive team.

Administrative Assistant

Qatar University | (September 2019 - December 2019)

- Collaborated closely with management to execute various employee engagement and communication initiatives, ensuring alignment with departmental goals and fostering a positive workplace culture.
- Reviewed, edited, and proofread over 40 articles and research papers for publication, upholding high standards of quality and accuracy in HR-related content.
- Coordinated the distribution of over 6,000 invitations for HR events and conferences, ensuring timely delivery and optimizing attendance to enhance employee participation.
- Assisted in organizing and structuring content for quarterly HR publications, contributing to the production of engaging and informative materials that support employee development and communication.

Sales & Administrative Executive

The Honest International Trading | (May 2019 - June 2019)

- Supported business development initiatives by conducting thorough prospect analysis and preparing presentations for IT products aimed at potential clients.
- Assisted in relationship management by maintaining communication with prospects, ensuring follow up, and documenting interactions to help meet sales objectives.
- Monitored industry trends and competitor activities to provide insights for developing marketing strategies, aligning them with departmental goals and Key Performance Indicators (KPIs).

Customer Experience Agent | December 2018 – April 2019)

RKH Qitarat (Qatar Metro)

- Provided information on employee training schedules, programs, and services, addressing inquiries and concerns to enhance the overall employee experience.
- Managed the on boarding process for new hires, ensuring a smooth and positive experience from the start.
- Addressed and resolved employee complaints and issues promptly, maintaining a high level of professionalism and empathy throughout the process.
- Gathered employee feedback to identify areas for improvement in HR service delivery and reported findings to management for continuous enhancement.