



AFRIN SHEHDA MC

Receptionist/ HR Assistant/ Office Admin

To obtain a challenging position as a where I can apply my interpersonal skills to build strong relationships with employees. Aspiring to join an organization as a Human Resources Assistant where I can provide support with recruitment, onboarding, training, and other HR functions.

Contact



+971 056 372 2119



afrinshehdamc@gmail.com



Muwaileh, Sharjah, UAE

Education

● Bachelor of Science

Dialysis technology

2020-2023

Tata Institute of Social Science
(TISS) University, Mumbai, India

● Higher Secondary School

Bio-Science

2018-2020

BEM Girls Higher Secondary
School, Calicut, Kerala

Personal details

- Date of Birth: 03/02/2002 •
Gender: Female
- Marital Status: Married
- Nativity: Keralite
- Nationality: Indian

Experience

● Human Resources Assistant

*Iqraa International Hospital
and Research Center*

May 2022- July 2023

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the HR department.
- May assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks.

● Receptionist

*Iqraa International Hospital
and research center*

April 2021- May 2022

- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately.
- Answering screening and forwarding incoming phone calls.
- Receiving and sorting daily mail.

Language

English



Malayalam



Hindi



Strength

- Active listening
- Honesty
- Good leadership
- Postive thinking

Personal Skills

- Good Communication
- Highly dedicated work
- Relationship building
- Confidential and Responsible
- Punctual and sincere

Computer skills

- MS Office proficiency
- Spreadsheet
- Slide presentation
- Text processor

AREAS OF EXPERTISE

- Updating employee records
- HR processes
- HR administration
- Recruitments
- Absence monitoring

TRAINING AND CONFERENCE ATTENDED

- Basic Life Support (BLS)

Training Held On 25th of Nov 2022. Organized by Iqraa International Hospital & ResearchCenter, Malaparamba, Calicut

- CRRT Demonstration Class

Training Held on 17th January 2023. Organized by Iqraa International Hospital & ResearchCenter, Malaparamba, Calicut

DECLARATION

I hereby declaration that all the information given above is true and correct to the best of my knowledge.

AFRIN SHEHDA M.C