



## RACHANA NIDHIN

### CONTACT

Mob: 0547385275

[rachanavv2022@gmail.com](mailto:rachanavv2022@gmail.com)

### IT SKILLS

MS Office

Power point

Internet Technologies

DOB: 01/03/1993

### Language Known

English,

Hindi,

Malayalam,

Tamil

### Current

#### Address:

Building No:

2521

Muwaileh

Sharjah

UAE

#### Permanent

#### address:

Kerala, India

### VISA STATUS:

Husband visa

### Passport no:

R3078806

### OBJECTIVE:

To secure a challenging position in reputable organization to expand my learnings, knowledge, and secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

### Areas of Expertise

- Analytical & problem solving
- Business & leadership
- Revenue Recognition
- Data analytics
- Verbal-writing skills
- computer skills

### EDUCATION

- MA in ENGLISH from University of Kerala 2015
- BA in ENGLISH from University Of Kannur
- Plus Two in Humanities HSS, Kerala

### KEY STRENGTH

- Re-organized something to make it work easier.
- Identify a problem and solved it.
- Come up with new idea that improved things.
- Developed or implemented new procedures or systems.
- Been complimented by supervisor and co-workers.
- Disciplined and hard working

### Work experience

#### DESIGNATION: HR Staff in AL-SHAMS Hospital

- Recruit Candidates
- Hire the right employees.
- Process payroll.
- Conduct disciplinary actions
- Update policies
- Maintain employees records and conduct benefit analysis

## **ASSISTANT TEACHER IN BRENNEN ENGLISH SCHOOL**

- Getting class ready for lessons
- Listening to children read, reading to them or telling them stories
- Helping children who need extra support to complete tasks
- Helping teachers to plan learning activities and complete records
- Supporting teachers in managing class behaviour

### ***Certification***

***I hereby declare that all the particulars stated in the application are true to the best of my knowledge and belief.***

**UAE**

**RACHANA NIDHIN**