



FATHIMA NOURIN

PERSONAL SUMMARY

Human Resources Assistant with comprehensive experience in **HR administration and coordination including recruitment, onboarding, Visa Processing, human resources information system (HRIS) and event planning/ implementation.** Demonstrated interpersonal, administrative and communication skills integral to an HR position, including a strong customer service orientation.

Reported directly to the CEO, provided **executive, administrative, and development support to the CEO and Board of Directors, as well as the Senior Leadership Team (SLT) and HR.** Served as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO. Served as a liaison to the Board of Directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects.

PERSONAL SKILLS

Communication Skill
Decision making skill
Organizational skill
Training skill
Counseling

AREAS OF EXPERTISE

Interviewing candidates
HR processes
HR administration
Performance Management
Scheduling
Customer Service
Onboarding
Teamwork

TECHNICAL APTITUDE

Job Portals
HRIS
Microsoft Word, Excel, PowerPoint.
Zoom, Google meet, Google calendar.

LANGUAGES

English
Tamil
Hindi
Malayalam

WORK EXPERIENCE

Company: Genius Group Global, AL Nahda -1, UAE (APRIL 2020 – PRESENT)

Human Resource Assistant

Responsible for assisting in all stages of recruitment cycle, from responding to enquiries, arranging interviews, completing job offer paper works and joining formalities, training and successful staff induction.

Duties

- Supported human resources process by administering tests, scheduling appointments, conducting orientation, maintaining records and information.
- Welcomed new employees to the organization by conducting orientation.
- Provided payroll information to the accounts department by collecting time and attendance records.
- Analyzed payroll reports before processing salary.
- Submitted employee data reports by assembling, preparing, and analyzing data.
- Maintained employee information by entering and updating employment and status-change data.
- Maintained employee confidence and protects operations by keeping human resource information confidential.
- Assisted in Visa Processing and joining formalities of employees.
- Implemented a Behavioral-based Performance Management System to define expectations, standards and key performance areas.
- Provides administrative support to ensure efficient operation.
- Answer phone calls, schedules meetings and interviews
- Administrative duties such as data entry, filing of employee details, typing, copying, E- mail drafting etc.
- Built Human Resources Team and aligned people and culture with corporate strategic priorities and operations.
- Implemented new performance review procedures that gained support and significant compliance from the majority of the employee population.
- Posted job advertisements on various job portals like, Dubizzle, Gulf Talent, Indeed, Monster, Internshala as well as on personal and company LinkedIn.
- Coordinated and worked with management on performance evaluations, supervisory practices, dispute resolution and employee accountability.
- Developed comprehensive interviewing guides to improve candidate quality by evaluating both analytical and interpersonal attributes.
- Responded to employee questions and requests for information in a timely and systemic manner.
- Employee Counseling and Disciplinary actions procedure compliance.

EXECUTIVE ASSISTANT TO GROUP CEO
Company: Genius Group Global, AL Nahda -1, UAE

Responsibilities /Tasks

ACADEMIC PROJECT
Impact of Social Media on
Self Esteem of Adolescents

ACHEIVEMENTS

First class in BSW
(Psychology &
Sociology)

CONTACT

Poozhithara House
Kottakal,
Malappuram (DT), Kerala,
India
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00917356826842

- Screen calls and emails and initiate Management actions as warranted on behalf of the Management.
- Prepare and furnish accurate Office files, Management Reports, Decision Charts, Organizational Templates, etc., as required by the Management.
- Appraise Management on ongoing Departmental Subject Proceedings, occurring via various Modes viz., Whatsapp engagements, Email correspondences, Zoom Meetings, Business Meetings & Presentations, other Modes, etc , and draft out Action Reports, Followup Memos, Control Logs, Minutes of Meetings etc.
- Sense the pulse of proceedings on various Management and Departmental Meetings including viewing Meeting Recordings and bringing out Summary follow-up Action plans and Variance Analysis Reporting.
- Attending to all Management and Client Meetings along with Management Members and preparing Meeting proceedings and Action items along with Action Ownership and Due Date notified and the consistent ongoing follow-up thereon of the Action items.
- Client and vendor Management
- Organize Business & Departmental Meetings including compiling of all related Documents and Reports.
- Managed complex Management Meeting Calendar Schedules with a focuss on the proper allocation of the Executives & Resources availability.
- Responded to emails and other correspondences to facilitate communication and enhance business processes and performance.

| Academic Achievement | | | | |
|---|-------------------------------------|--------------------|-----------------|------------|
| Class | Name of the Institution | Board /University | Year of Passing | Percentage |
| <i>Bachelor of Social Works (B.S.W)</i> | IDEAL COLLEGE FOR ADVANCED STUDIES | CALICUT UNIVERSITY | 2019 | 79 |
| XII | INDIAN SCHOOL MULADHA, Muscat, Oman | CBSE | 2016 | 80 |
| X | INDIAN SCHOOL MULADHA, Muscat, Oman | CBSE | 2014 | 92 |