

# Tina Elsa Anil

Abu Dhabi, United Arab Emirates | 0097156 6185404

Email: [tina.elsa12@gmail.com](mailto:tina.elsa12@gmail.com)

Dedicated and detail-oriented professional, seeking a challenging Human Resource Assistant position to utilize strong organizational and interpersonal skills in supporting recruitment process and contributing to the success of the HR Team.



## **WORK EXPERIENCE**

### **HR Assistant**

May 2023 – Present

***United Security Group, Abu Dhabi, U.A.E***

1. Collaborated with HR Team to support recruitment processes, including job posting, resume screening and interview scheduling.
2. Assisted in the coordination of onboarding activities, including new hire orientation sessions.
3. Responded to candidate inquiries and provided timely updates on application statuses.
4. Maintained confidential employee records and ensured compliance with HR policies.
5. Conducted research on industry best practices in recruitment and HR administration.
6. Provided administrative support to the HR department, managing calendars, scheduling meetings and handling correspondence.
7. Compiled and prepared reports on HR metrics and recruitment activity.
8. Provides payroll information by collecting time and attendance records.
9. Submits employee data reports by assembling, preparing, and analyzing data.
10. Provides secretarial support by entering, formatting, and printing information.
11. Answers the telephone and maintains equipment and supplies.
12. Assist with day to day operations of the HR functions and duties
13. Provide clerical and administrative support to Human Resources executives
14. Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
15. Coordinate HR projects (meetings, training, surveys etc).
16. Deal with employee requests regarding human resources issues, rules, and regulations
17. Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
18. Properly handle complaints and grievance procedures.

## **INTERNSHIP**

### **Customer Service Intern**

May 2023 – June 2023

*Sharjah International Airport, U.A.E*

## **EDUCATION**

### **MBA in Supply Chain and Logistics**

May 2023 - Present

*Westford University, Sharjah, UAE*

### **Bachelor's in Economics, Sociology, Political Science**

2018 - 2021

*Kristu Jayanti College, Bangalore, Karnataka, India*

### **High School Diploma**

2017 - 2018

*Abu Dhabi Indian School, Abu Dhabi, United Arab Emirates*

## **CERTIFICATIONS**

### **Airport Operations, International Air Transport Association (IATA)**

2022

*Dubai, UAE*

### **Systematic Approach to Financial Inclusion**

2021

*World Bank*

### **Introduction to American Law**

2023

*Coursera, University of Pennsylvania*

## **SKILLS**

- Recruitment and Staffing
- Candidate Sourcing and Screening
- Interview Coordination
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with or the ability to quickly learn human resource information system (HRIS) or similar computer applications.
- Onboarding and Orientation
- HR Policies and Compliance
- Data Entry and Record Keeping

## **Languages known**

English, Hindi, Malayalam (Native)

## **Personal Details**

1. UAE Residence Visa holder (Dependant)
2. Valid UAE driving license