



KRITHIKA RAI

OBJECTIVE

Looking forward to pursuing a challenging career involving my interpersonal skills and communication skills to give an outstanding performance to the organization with utmost dedication and commitment to the mission and vision of the team and the organization.

Work experience

HR Assistant, Office Admin cum Receptionist (Nov 2021- Aug 2023)
Spinneys Abu Dhabi LLC, Abu Dhabi, UAE

Duties & responsibilities

- Cooperating with PR department on labor and visa procedure.
- Coordinating with candidates on current visa status and required documents to apply for the company visa.
- Evaluating candidates on all stages Organize the approval of candidates within the company.
- Preparing Offer Letters Arranging flight tickets and LPO's for the staffs.
- Submitting recruitment reports for manager and operations on boarding procedure (preparing files/ submitting required forms within HR and submitting required documents and forms to PR department).
- Coordinating with training department on induction, training, and orientation.
- Handling formalities of joining (Medical process, Emirate ID process and new joining forms) .
- Providing and submitting forms (Cash advance, Passport realize, Leave request, Duty exemption, NOC etc.).
- Visa renewal / Emirates ID New and Renewal
- Posting job advertisements in the portals and screening the CV's according to the requirement of the HR Manager
- Sourcing CVs from different resources (Referred by staff or sent by email or on job portals)
- Arranging interviews and collecting the necessary documents from candidates.
- Handling the reception, receiving calls and transferring the calls to required department /Managers.
- Keeping all the staff records and tracking on the document's expiry.
- Arranging the new staff insurance and renewing current staff insurance.
- Preparing all the HR related letters requested by the staffs.
- Coordinating with all the events, trainings taking place inside the organization.
- Ordering the office supplies required.

Pre School teacher (May 2020- Oct 2021)

SCS PRE SCHOOL, Mangalore, Karnataka, India

- Preparing marks cards and certificates.
- Preparing timetables for daily schedule.
- Preparing daily attendance report.
- Handling and managing school event.
- Teaching using innovative/ appropriate strategy.
- Preparing logbook.
- Maintaining updated pupil/student report
- Supervises curriculum and co-curriculum activities
- Maintain good relationship with students

PERSONAL INFORMATION

Contact #: +971 588117893

Email Add: Krithikarai199@gmail.com

Age: 24 years old

Place of Birth: India

Nationality: India

Marital Status: Single

Address: Khalifa Street,

Abu Dhabi, UAE

SKILLS

- Office Administration
- Human Resources Administration
- MS Office - Word, Excel & PowerPoint
- Effective communication
- Tally & GST
- Excellent typing skill
- Accuracy and Attention to detail
- Can Work efficiently in team as well as individually
- Hard worker while creative
- Public speaker

EDUCATION

Bachelor of commerce

(Sep 2016 - Aug 2019)

Sri Ramakrishna College,
Karnataka, India

Montessori teacher training

(Jan 2020 - Jun 2020)

Sanjeevani Montessori Teacher training
academy

Mangalore, Karnataka, India

Languages known:

English	100%
Kannada	100%
Hindi	100%
Tulu	100%
Malayalam	80%
Tamil	40%

Visa status: Employment visa

: Notice period

Passport Number: U3841901

Marital Status: Single

Hobbies: Dancing,
Wall painting
Fitness
Watching web series

Office Admin cum Assistant Accountant

(January 2019- June 2020)

ARTALONA, Real Estate Graphic Designing company

Duties & responsibilities

- Perform day to day financial transaction including verifying, classifying, computing, posting, and recording accounts receivable data.
- Handling Receivable and Payables.
- Prepare bills, invoices, and bank deposits.
- Prepare suppliers reconciliation.
- Cheque preparation.
- Maintain proper record of cash collection.
- Collecting day to day sales report and cross checking.
- Recording day to day transaction, maintain books of account.
- Taking online design orders and assigning the work to the designers.
- Following up with the work done & preparing the final report.

EXTRA CURRICULAM ACTIVITIES & ACHIEVEMENT

- **Served as Secretary of NSS National service scheme Sri Ramakrishna college for the year 2018-2019**
- **Volunteered as Cultural Secretary in School & College level**
- **Hosting formal and informal programs during college days.**
- **Dancer**
- **Awarded as "The Best NSS Volunteer award" from Sri Ramakrishna College, Mangalore, India**
- **Won several awards for dance and variety entertainment programs in inter-school events and college events**

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place: Abu Dhabi, UAE

Krithika Rai