

# Nadha Mohamed Ayub

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## EDUCATION

### PG DIPLOMA

INTERNATIONAL MONTESSORI TTC -  
NCDC - NEW DELHI  
May 2017 | Kerala

### UNDER GRADUATE

UNIVERSITY OF CALICUT  
BACHELOR OF COMMERCE (B.COM)  
May 2011 | Kerala

### DIPLOMA IN IT COURSES

MS Office | Tally | Visual Basic  
Computing Accounting Finance

## COURSEWORK

### PG DIPLOMA

Child Psychology  
New Methodology Of School Education  
Montessori Theory Methods  
Montessori Philosophy of Education  
Practice Of Montessori Apparatus

### UNDERGRADUATE

Human Resource Management  
Financial Accounting  
Corporate Accounting  
Cost Accounting  
Marketing Management  
Income Tax Law Practice

## SKILLS

- HR & Administration
- Team player / Collaborative
- Strong people skill & decision making
- Proficient in MS Office
- Conflict Resolution
- Organisational skill with proper RCA

## EXPERIENCE

### SAHARA TECHNOLOGY | OFFICE ADMINISTRATION & HR

Sep 2021 - Sep 2022 | Abu Dhabi

- Assist HR hiring process by:
  - Screening CV's, conduct telephone screenings, coordinate interview teams, participate in interviewing candidates.
  - Ensuring candidate documentation is collected and recorded/filed.
  - Performing background checks for new hires.
  - Posting jobs in LinkedIn.
  - Updating the organisation chart.
- Supporting with email enquiries.
- Maintaining business card details and important documents like visa, passport, Emirates ID, vaccination cards etc for company directors.
- Sending communications to employees by the direct instruction from Director & CEO.
- Reviewing employees performance regularly according to their KPI's and 360° Assessment method.
- Arranging On boarding kit for the new joiner and assigning a mentor.
- Orientation training to employees.
- Employee contract, offer letter preparation.
- Employee Exit interview formalities.

### DIGITIZE LLC | DIGITAL MARKETING & HR ASSISTANT

Sep 2018 - July 2021 | Dubai

- Recruiting suitable candidates from Indeed, Naukrigulf, Monster, Dubizzle and various other sites and schedule interviews.
- Logging leads in exhibitions and then sending Newsletters to the same.
- New employee On boarding formalities.
- Administration document record keeping and file updates -leave/joining.
- Contributing ideas to marketing campaigns.
- Conducting research and analysing data to identify and define audience.

### PITON SOFT | MARKETING ANALYST

July 2015 - Aug 2018 | Dubai

- Assisting the marketing team by creating contents.
- Daily call sheet preparation and follow up.
- Email Marketing.
- Engaging with customers and problem solving.

### CENTRAL SCHOOL CHERPULASSERY | TEACHING

2017 | Palakkad

- Prepare an environment conducive to learning and social and academic development.
- Demonstrate rapport with students by ensuring kindness and respect for each individual student.
- Use various assessment tools to evaluate each student's capabilities within the classroom.