



# SHANET SHAJI

## CONTACT

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Kottayam, Kerala, India

## EDUCATION

**MBA**  
**(Master of Business Administration)**  
*Specialized in Human resources & Hospital Administration*  
Bharathiar University  
2019 - 2021

**BBA**  
**(Bachelor of Business Administration)**  
MG University  
2016 - 2019

## EXPERTISE

- Customer Service Excellence
- Office Management
- Administrative Support
- Recruitment and on-boarding
- Reception Management
- JAFZA Portal Management
- Job boards (LinkedIn, Indeed)
- Basic HR Knowledge

## LANGUAGE SKILLS

- English
- Malayalam
- Tamil

## ABOUT ME

An experienced professional with a strong background in administrative roles, I have worked in both India and Dubai, excelling in customer service, office management, and organizational tasks. My ability to multitask and maintain smooth office operations has been complemented by a foundational knowledge of HR from earlier roles as an HR trainee and executive. This combination of skills allows me to provide efficient administrative support while understanding broader organizational needs, making me a valuable asset to any team.

## WORK EXPERIENCE



**HR Assistant & Admin Assistant**  
Jan 2024 to Oct 2024 Inter  
Equipment, Jebel Ali, Dubai

### Major Responsibilities

- Managed reception operations, ensuring a welcoming environment, greeting visitors, answering calls, and directing inquiries professionally.
- Scheduled appointments and maintained staff calendars while handling administrative tasks, including data entry and office supply management.
- Assisted in recruitment and on boarding.



**HR Executive**  
April 2022 to Jan 2023  
Medlounes Healthcare, Kerala

### Major Responsibilities

- Managed recruitment and selection by sourcing candidates through networks and job portals, screening resumes, and coordinating interviews.
- Oversaw employee benefits, attendance, and issued various employee letters.
- Conducted meetings to implement benefit schemes, including star performance awards and salary hikes.



**HR Trainee**  
Sep 2021 to Feb 2022  
Aster MIMS Hospital, Kerala

### Major Responsibilities

- Assisted in recruitment by coordinating interviews, managing documentation, and facilitating employee onboarding, including PF and ESI registrations.
- Updated employee records and addressed statutory compliance inquiries.
- Participated in NABH, NABL, and JCI accreditation through service record maintenance and documentation.