



APARNA PRIYADARSINI

CONTACT

DUBAI, UAE

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SUMMARY

HR professional with solid background in employee relations, recruitment, and administrative support. Skilled in managing onboarding processes, maintaining accurate employee records, and facilitating training sessions. Adept at ensuring compliance with company policies and employment laws while fostering positive work environment.

SKILLS

- Organization Skills
- Recruitment Tools
- Excellent Communication
- Google Suite
- Interpersonal skills
- Applicant tracking(ATS)

LANGUAGES

English: C2
 Proficient

Malayalam: C2
 Proficient

Hindi: B1
 Intermediate



EXPERIENCE

HR Admin Al Najah Al awal - Dubai, UAE
11/2024 - 04/2025

- Maintain and update employee records (contracts, passports, visas, Emirates ID).
- Lead end-to-end recruitment processes, from job postings to on-boarding, to strengthen workforce quality.
- Managed the hiring processes within the company, dealing with matters including writing adverts, reviewing CVs, interviewing and selecting candidates.
- Assist in organizing training, employee events, and orientation sessions.
- Drafted HR-related documents including employment contracts, offer letters, and other templates.
- Contribute to overall customer satisfaction promptly.
- Answering emails and handling customer queries through phone.
- Delivered exceptional internal customer service, responding promptly to employee inquiries and issues.

Senior Recruiter Allegis Global Solutions - Bengaluru, India
01/2023 - 08/2024

- Managed end-to-end recruitment processes, including job posting, sourcing, screening, interviewing, and on-boarding.
- Utilized HR software and applicant tracking systems (ATS) to streamline recruitment and documentation processes.
- Processed and reviewed 500+ candidate applications per month, ensuring efficient and high-quality hiring.
- Partnered with hiring managers and clients to develop tailored-recruitment strategies aligned with business needs.
- Sourced candidates through multiple channels, including social media, job boards, referrals, and networking.
- Led training and mentoring sessions for junior recruiters, improving team efficiency and performance.
- Coordinate and schedule interviews with hiring teams and candidates.
- Maintain a strong candidate pipeline for current and future needs
- Provide regular updates to stakeholders on progress and challenges faced
- Assist in onboarding processes.

Recruitment Intern Federal Operation and Services Ltd -
Ernakulam, Kerala, India
02/2022 - 10/2022

- Prepare job postings, screen candidates, and coordinate interviews.
- Sourcing and screening of Resumes
- Conducting first round of telephonic interview.
- Coordinated with HR teams to streamline recruitment processes, improving efficiency and candidate experience.
- Organize employee orientation and on-boarding processes.

WEBSITES, PORTFOLIOS, PROFILES

- <https://www.linkedin.com/in/aparnasanjeevkumar>



EDUCATION

- Master Of Business Administration: Human Resource
LEAD COLLEGE OF MANAGEMENT - Palakkad, Kerala,
India, 10/2022

- Bachelor of Commerce - B Com: Taxation
DCSMAT - Iduki, Kerala, India, 10/2019