



Priyanka Pillai

Hr. Coordinator/Administration/Executive Assistant

Abu Dhabi, UAE

pillaipriyanka01@gmail.com, +971 555328366

Details

Date of birth

01/12/1991

Nationality

Indian

Skills

MS Office (Word, Excel, Outlook, PowerPoint)

Spread Sheet (specific skills such as: pivot tables, comparative analyses, link to database, macros, sensitivity tables, vertical lookups, graphs.)

Email Communication (Scheduling, calendars, reminder)

Presentations/Slideshows (PowerPoint, Google slide, VISIO, online flowcharts)

Languages

English

Hindi

Malayalam

Hobbies

ART & Craft, Sketch,DIY

Reading

Profile

Eight plus of work experience in HR Back Office Administration & Customer Service. Highly motivated, results orientated professional within the Back Office Supportive and relative functions. I have gained strong HR supportive expertise from India and UAE, delivering excellent customer service mind set with passion, commitment, and enthusiasm.

Employment History

Aug 2023 — Oct 2024

Abu Dhabi

HR Coordinator Cum Executive Assistant at Network Intelligence Payment Solution LLC

- Managing HR activities like meetings, interviews, and other schedules.
- Assisting the recruitment process by reviewing CVs and shortlisting candidates
- Perform background checks on candidates and verify employment eligibility.
- Managing and handling the orientation of new employees.
- Maintain Employee Data and keep updated accounts of all employment records.
- Supported daily operations of busy human resources department.
- Assisting with monthly payroll processes. (Monthly Attendance, Deductions, Leaves)

Mar 2021 — Jun 2023

Abu Dhabi

HR Coordinator at SOMERIAN HEALTH (Subsidiary of PUREHEALTH-UAE)

- Provide clerical and administrative support to HR Team.
- Compile and update employee records on Timely basis (Digital & Hardcopy).
- Updating employee's Masterfile.
- Collecting and delivering the EIDs to respective employees and maintaining the records.
- Supporting ad hoc assigned functions. Preparing visa work permit expenses data for audit purposes.
- Supporting HR Integration process between Parent company with Somerian by creating flow charts, scheduling meeting, minutes of meeting, word file alignments, HR Forms, etc.
- Support other functions as assigned.
- Supporting & coordinating HR Events.
- Respond to internal and external HR related inquiries or requests and aid.
- Provide accurate, valid, and complete information by using the right methods/tools.

Oct 2015 — Jan 2021

India

Account Cum Back Office Executive at Adgully Network Pvt. Ltd

- MS Excel uses advanced functions, like VLOOKUP and Pivot tables

- Maintain contact lists Reply to email, telephone.
- Receive, sort, and distribute the mail.
- Prepare and monitor invoices in Company Software.
- Follow-up of payments.
- Maintain office filing.

May 2013 — Apr 2014

Mumbai, India

Service Coordinator at Millenia Technologies

- Mailing and replying in Microsoft office and attending customer's calls.
- Follow ups.
- Making Quotation.
- Mark up.
- Invoice and Challans File Maintaining.

Education

2016 — 2019

MUMBAI,
INDIA

Mumbai University Masters in commerce

2010 — 2013

MUMBAI,
INDIA

St. Andrews College of Art and Science Bachelors in commerce

Courses

JAN 2023

IELTS(Academic) at overall band score 6

References

References available upon request.

Priyanka Pillai.