



BEVERLY L. D'SOUZA

HR ADMIN EXECUTIVE

CONTACT

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Hooraa, Bahrain

EDUCATION

CIPD Level 5

Associate Diploma in People Management
Year completed: 2022

Masters in Business

Administration/ HR & Marketing
Manipal University
Year completed: 2016

SKILLS

- Excellent organization skills
- Excellent communication skills
- Good proficiency in Microsoft (Word, Outlook, PowerPoint, Teams and Excel)
- Proactive self-directed problem solver
- Ability to multi-task
- Good interpersonal skills
- Ability to manage sensitive and confidential situations tactfully, professionally and diplomacy

INTERESTS AND ADDITIONAL

Learning new language & Skills
Languages known – English, Hindi & Beginner German

PROFILE

CIPD Level 5 Professional with over 6 years experience in employee recruitment, onboarding, training, performance management and maintaining HR records. Skilled at building and maintaining relationships, representing shared company values and managing employees across all levels of an organisation.

PROFESSIONAL EXPERIENCE

HR ADMIN EXECUTIVE

Edu-Quick | Diplomatic Area, Bahrain | February 2017- Present

Currently working for Edu-Quick which is an online language learning Institute. Main responsibilities being

- Updating LMRA and GOSI
- Responsible for maintaining employee HR files and timely and accurate processing of data and documentation such as absence documentation, leave applications, new joiners etc.
- Publish and remove job ads on various job portals.
- To schedule interviews and contact potential candidates as and when needed.
- Conduct interviews for recruiting rightful candidates.
- Producing and issuing offer letter, contracts of employment etc.
- Conduct training and orientation for employees.
- Provide performance evaluation for employees.
- Assisting payroll department by providing relevant employee information, for on time monthly salary for 20 plus employees.
- Arrange travel process expense forms and claims.
- Attend to employee's questions and explaining company's personnel policies, benefits and processes.

ACCOUNTS ASSISTANT

Everest Trading & Services Co. W.L.L | Mahooz, Bahrain | November 2016 – January 2017

Worked for Everest Trading & Services, which is a hygienic solution offering company. Main responsibilities being

- Performed tasks such as filing, data entry, answering phone calls and process Emails.
- Handled communication with clients and vendors via phone, Email and in person.
- Issued paperwork for invoices and collections.
- Calculated and checked amounts, payments and records are correct.

HR INTERN

Binzagr Factory for Insulation Materials Co. LTD (BFIM) | Dammam, Saudi Arabia | April 2015 – May 2015

I had the opportunity to work as an HR intern for Binzagr Company, which is one of the largest FMCG Distributors in Saudi Arabia.

- Coordinate recruitment process and assist in personnel administration.
- Conducted research on 'Factors Determining job satisfaction among employees' within the company as part of my Masters Degree requirement.