

OLEVIA DSOUZA

PROFILE

Seeking an opportunity to leverage my skills and contribute to company success. Dependable HR professional with a strong work ethic and attention to detail. Known for my positive attitude and ability to manage time effectively.

CONTACT

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SKILLS

TIME MANAGEMENT

POSITIVE ATTITUDE

NEW HIRE ORIENTATION

EMPLOYEE ONBOARDING

CONTRACT PREPARATION

HR ANALYTICS

CANDIDATE SCREENING

SOCIAL MEDIA MARKETING

ARTICLE WRITING

EDUCATION

NMIMS, Mumbai, India

Jan 2021 – Jan 2023
Post Graduation in Human Resource Management

Sophia College, Mumbai, India

Oct 2018 – Oct 2020
Bachelor's in Mass Media

WORK EXPERIENCE

Cigna Insurance Middle East, Dubai, UAE

HR Administrator

June 2023–October 2023

- Redesigned and drafted the employee onboarding playbook, improving the onboarding experience.
- Prepared employee contracts, ensuring legal compliance and clarity.
- Supported the onboarding process, including the design and delivery of a training program.
- Conducted market research to provide SME insights for a business project on SME tracking.
- Managed the visa process, ensuring timely and accurate documentation.
- Handled monthly HR analytics to identify trends and make data-driven decisions.

Classic Stripes, Mumbai, India

HR intern

Nov 2021–Feb 2022

- Gained valuable experience in HR processes within the organization.
- Screened resumes and conducted initial candidate assessments, contributing to efficient hiring processes.
- Created collages and content to enhance the company's brand image and culture.
- Improved the company's online reputation by managing Glassdoor reviews.
- Authored articles about the company on LinkedIn to increase brand visibility.

Aashman Foundation, Mumbai, India

HR Intern

Nov 2021–Feb 2022

- Conducted resume screening and candidate assessments for various roles.
- Managed job postings on LinkedIn, attracting a diverse pool of candidates.
- Successfully recruited candidates for roles in marketing, graphic design, and event management.
- Oversaw candidate onboarding, ensuring a smooth transition into the organization.

Sophia College, Mumbai, India

Journalist Trainee

March 2019–Sept 2020

- Covered various events and reported on important topics, including political events, social issues, and cultural festivals.
- Notable stories included the oath-taking ceremony of the chief minister, coverage of Dharavi slums, reporting on traffic problems and metro construction, and documenting the CAA and NRC women's protest.
- Provided insightful coverage of the Kalaghoda festival and the impact of the Coastal Road Project on South Mumbai's gardens.