

# Ms. Thafheema Mohammed

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## **Career Summary**

MBA graduate with hands-on experience in recruitment and onboarding seeking an HR Assistant position to contribute strong organizational and communication skills. Skilled in supporting hiring processes, employee onboarding, and HR operations. Eager to apply my HR knowledge and grow professionally in a dynamic company. Currently on a spouse visa and ready to bring dedication and teamwork to the HR department.

## **Work Experience**

Yafco ply&boards - Kerala, India (02/2022 - 05/2025)

### **HR ASSISTANT – Recruitment & Onboarding**

- Posted job openings, reviewed resumes, and scheduled interviews with candidates.
- Prepared offer letters, joining documents, and coordinated hiring activities.
- Helped new employees get started by organizing orientation and first-day tasks.
- Maintained accurate employee records and updated HR systems regularly.
- Responded promptly to employee inquiries, ensuring clear and helpful communication.
- Ensured all employee documentation complied with company policies and procedures.
- Provided support on HR policies and escalated complex employee issues when necessary.
- Collaborated with payroll teams to ensure timely and accurate payroll processing.
- Trained employees and managers on HR systems, policies, and best practices.
- Created and shared HR reports, newsletters, and internal communications.
- Investigated employee concerns and contributed to process improvements.
- Led efforts to streamline HR operations and enhance efficiency.
- Managed initiatives to boost employee engagement and workplace culture.
- Supported various HR projects and assisted with policy implementation.

## **Education**

- 2019-2021 **Masters In Business Administration (MBA)**

**Human Resource and Finance**, Mangalore University, Mangalore, Karnataka, India.

- 2016-2019 **Bachelor of commerce (B.com)**

St. Agnes college, Mangalore, Karnataka, India.

## **Skills**

- Microsoft Office
- Recruitment and Talent acquisition
- Employee Onboarding and Orientation
- Employee Relations & Support
- Attendance Tracking & Payroll Coordination
- HR Policy & Compliance Training
- HR Reporting & Documentation
- Process Improvement & Efficiency
- Employee Engagement Programs
- Team Collaboration
- Communication & Problem-Solving

## **Project**

Training and development of employees with special reference to Oasis Distribution Dubai, UAE.

## **Personal Details**

Nationality : Indian  
DOB :12/07/1998  
Languages : English, Hindi, Malayalam, Kannada, Arabic(basic)  
Visa : Spouse  
Passport No. : W6856823  
Location : Dubai