



## CONTACT

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## SKILLS

- HR Operations Support
- Recruitment & Onboarding Assistance
- Employee Record Management
- Communication & Interpersonal Skills
- Multilingual Communication
- Microsoft Office Suite

## LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Malayalam (Fluent)
- Arabic (Beginner)

## ADDITIONAL INFORMATION

Valid Drivers License For Light Vehicle

# AMAN ADISH

## HR ADMINISTRATION

## PROFILE

Motivated and detail-oriented Computer Science graduate with strong communication, organizational, and interpersonal skills. Seeking to begin my career as an HR Administrator where I can contribute to employee engagement, recruitment, and HR operations while continuously learning and growing within a dynamic organization. Fluent in English, Hindi, Malayalam, and basic Arabic, with excellent communication and problem solving abilities.

## EXPERIENCE

- **Administrative Assistant**  
(Liwa Enterprises)  
**Oct 2023 - Jun 2024**
  - Assisted the HR and administrative team as the first point of contact for employees and visitors, managing inquiries through phone, email, and in person with professionalism and confidentiality
  - Coordinated and tracked internal requests, maintained employee and document records using CRM and office tools, and ensured timely follow-ups to support HR operations.

## EDUCATION

- **University of West London**  
BSc. (Hons) Computer Science  
**Oct 2022 - Jun 2025**
  - **Applicable Coursework** - Cybersecurity, Database Analytics, Machine Learning, Ethical Hacking.