



## CONTACT

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  - 🌐 www.linkedin.com/in/aman-adish-link555

## SKILLS

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

## LANGUAGES

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

## ADDITIONAL INFORMATION

Valid Drivers License For Light Vechicle

# AMAN ADISH

## HR ADMINISTRATION

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### 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.