



# ROSHNI JOHN

HR / OPERATION / ADMIN

📍 Sharjah, UAE | 📩 johnroshni4@gmail.com

| ☎ 0551448273 | Nationality: Indian

## Professional Summary

Dynamic and detail-oriented **HR & Operations Executive** with experience in human resources, procurement, and administration. Skilled in employee relations, payroll, visa processing, supplier management, and policy compliance. Strong background in HR reporting, onboarding, and performance management, with a proven ability to support organizational efficiency.

### Languages

- English
- Malayalam
- Tamil
- Hindi

### Additional Information

- Nationality: Indian
- Date of Birth: 15 Sep 2000
- Civil Status: Single
- Visa Status: Employment

**UAE Driving License :1017981**

## Core Skills

- Human Resource Management
- Operations & Administrative Leadership
- Payroll & Benefits Administration
- Procurement & Supplier Management
- Employee Engagement & Onboarding
- Visa Processing & PRO Support
- Microsoft Office (Word, Excel, PowerPoint)
- Social Media Marketing

## Professional Experience

**Human Resource Executive / Purchase Assistant / Admin**  
*Sky Cosmetics FZC – Sharjah, SAIF Zone | Sep 2024 – Present*

- Maintain employee records, HR reports, and payroll processing.
- Handle supplier negotiations, purchase orders (POs), and procurement tracking.
- Coordinate onboarding, orientation, and employee training programs.
- Support visa renewals, benefits management, and PRO activities.
- Prepare contracts, warning letters, and performance appraisal documents.
- Manage QuickBooks for PO and finance-related activities.

**HR Assistant / Customer Service**  
*Brilliaz Group – Abu Dhabi | 2023 – 2024*

- Maintained employee databases and assisted with recruitment processes.
- Handled HR policy compliance, training coordination, and seminars.
- Managed customer queries via phone, email, and social platforms.

**HR Intern (MBA Internship)**  
*Traco Cable Company Ltd – India | 2022*

- Conducted research, data analysis, and HR reporting.
- Supported recruitment (resume screening, scheduling interviews).
- Assisted in grievance handling and employee engagement surveys.
- Project: *Impact of Grievance Handling Measures on Employee Commitment.*

---

## Education

- **MBA (HR & Operations)** – Rajadhani Business School (2021–2023)
- **BBA (Business Administration)** – University of Kerala (2018–2021)
- **Higher Secondary Certificate (Commerce)** – Mount Carmel Convent Anglo Indian Girls High School (2018)

---

## Certifications

- Airline & Airport Management – Bharathiar University (2021)
- Performance & Reward Management – IIT Roorkee (2022)
- Microsoft Office Specialist – Microsoft (2022)
- Digital Marketing – ICT Academy of Kerala (2022)
- Entrepreneurial Education Workshop – Universiti Teknologi MARA, Malaysia (2023)