

Reena Sequeira

Human Resource & Admin Assistant



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PROFESSIONAL SUMMARY

Dynamic HR professional with a proven track record at ROTEK INDUSTRIAL PVT. LTD, skilled in shortlisting candidates and conducting interviews. Recognized for exceptional attention to detail and effective communication, I excel in administrative support and time management, ensuring efficient recruitment processes and fostering a positive work environment.

SKILLS

Shortlisting Candidates

Conduct Interviews

Proficient in MS Word, Excel and PPT

Administrative support

Attention to detail

Verbal and written communication

Adaptability and flexibility

Time management

EXPERIENCE

ADMINISTRATOR, Dubai

THE CENTRAL SCHOOL, May 2024-January 2025

- Answered phone calls and emails from parents to address queries.
- Utilized computer software to complete various administrative tasks.(logitme.com)
- Coordinated logistics for regularly scheduled functions and special events.
- Assisted in the recruitment of new faculty members through interviewing potential candidates.

HR & ADMIN ASSISTANT, Margao, Goa

ROTEK INDUSTRIAL PVT. LTD, May 2022-April 2024

- Conducting Interviews and Shortlisting candidates as per their abilities.
- address employee queries and foster a positive work environment.
- Maintained calendars and schedules to set appointments for management team.(Any.do)
- Prepared documents for meetings including agendas,, handouts and other materials.

HR RECRUITER, Margao, Goa

AIRBORNE RECRUITING AND PLACEMENT AGENCY, November 2020-April 2022

- Managed the pre-employment background check process for new hires.
- Drafted offer letters for successful applicants in accordance with company policies.
- Maintained accurate records of all hiring activities in the Applicant Tracking System.
- Scheduled and conducted new employee orientations.

COMMERCE LECTURER, Margao, Goa

FR. ANGEL JUNIOR COLLEGE, June 2011–July 2015

- Developed and delivered lectures on macroeconomics, microeconomics, and international trade to undergraduate students
- Provided guidance and mentorship to students in their research projects related to Management topics
- Created and administered quizzes to assess student understanding of course material.

EDUCATION

MASTER OF ARTS IN ECONOMICS, Delhi

IGNOU, December 2023

BACHELOR OF EDUCATION IN ACCOUNTANCY, BUSINESS STUDIES AND ENGLISH, Karnataka

KLE COLLEGE OF EDUCATION, RCU, December 2019

MASTER OF COMMERCE IN BUSINESS MANAGEMENT, Goa

GOA UNIVERSITY, July 2009

BACHELOR OF COMMERCE IN BUSINESS MANAGEMENT, Goa

GOA UNIVERSITY, August 2007

CERTIFICATIONS

- Successfully completed 'Office Management' computer course
- Successfully completed (IELTS) exam with Listening-7, Speaking-7, Reading-6.5 & Writing-6
- Successfully completed 'Inquest & Law' certified course

REFERENCES

References available upon request

LANGUAGES

- **Konkani**
Native
- **Hindi**
Fluent
- **English**
Advanced
- **Marathi**
Conversational

AWARDS

- Awarded Best Subject Teacher in Economics at the St. Michael Educational Society, Taligao-India
- Awarded par excellence 2022 for scoring 100% result in Economics & Statistics by Rajhauns Sankalpana Pvt. Ltd-India

STRENGTH

Hardworking, Patience and Belief in self.