

# LALIZA PARVEEN

( 5+ YEARS OF EXPERIENCE - SPOUSE VISA )

## Summary

Dedicated Training & Development specialist enthusiastic about assisting personnel to develop top-notch knowledge and skills. Motivational and engaging leader with 5+ years of Energy experience. Advanced skills in planning, organizing and prioritizing work. Focused on improving employee performance, work quality and team productivity through successful training initiatives and employee development programs.

## Experience

**Dubai, UAE - January 2023 - November 2023**

LEARNING AND DEVELOPMENT COORDINATOR • **PRANIC HEALTHCARE LLC**

- ✓ Reviewing training materials to ensure they are up to date with current laws, regulations, or best practices
- ✓ Developing training programs to meet the needs of employees in specific areas such as interpersonal communication skills or conflict resolution techniques
- ✓ Scheduling training sessions for employees, ensuring that adequate preparation time is provided for each session
- ✓ Conducting training sessions as needed to help employees grow in their jobs or learn new skills
- ✓ Coordinating with external vendors to arrange for offsite training sessions at other locations.
- ✓ Recording information about training sessions in a database or spreadsheet for tracking purposes
- ✓ Communicating regularly with managers to ensure that training is progressing as scheduled
- ✓ Coordinating with managers to identify training needs for their departments and employees
- ✓ Preparing reports about training programs and their outcomes
- ✓ Managed new employee orientation training process for more than 6k employees each year.
- ✓ Evaluated success of training programs and recommended improvements to upper management to enhance effectiveness.

**Kerala, India - December 2021 - December 2022**

HR SERVICE ADMINISTRATOR • **IBM PVT. LTD.**

- ✓ Provide detail oriented administrative support to ensure efficient office operations.
- ✓ Design, conduct and organize training programs to improve employee performance and ensure organizational productivity.
- ✓ Assist in strategic planning of program development. Manage program schedule.
- ✓ Managed a team of administrative assistants to see the tasks are completed on time and high quality.
- ✓ Used expert knowledge of MS office software to increase office efficiency.
- ✓ Supported office staffs by organizing company events, meetings and scheduling.
- ✓ Developed relationship with clients, customers and vendors.
- ✓ Created and updated spreadsheets and presentations weekly, monthly and quarterly updates to top management



Dubai, UAE



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**Kerala, India - May 2019 - November 2021**  
**HR ASSOCIATE • EY PVT. LTD. (USA)**

- ✓ Reviewed existing policies and procedures to make recommendations for enhancing work productivity, recruitment, hiring processes and talent management.
- ✓ Improved customer service rankings by quickly resolving issues to improve overall satisfaction.
- ✓ Manage program schedule.
- ✓ Coordinate registration for training programs and prepare attendance list.
- ✓ Maintain CPE records for all staff via in-house learning system.
- ✓ Prepare learning reports/collate learning information. Liaise with facilitators and external vendors.
- ✓ Monitor training needs and compliance.
- ✓ Share point site content management

**Kerala, India - May 2018 - April 2019**  
**HR CONSULTANT • KARADAN LANDS LLC**

- ✓ Boosted sales and customer loyalty through incentive programs.
- ✓ Gathered and reviewed customer feedback to improve operations.
- ✓ Generated financial and operational reports to assist management with business strategy.
- ✓ Advised executives on best practices for employee growth and productivity goals, consistently helping companies improve retention.
- ✓ Built HR consulting capabilities focused on clients undergoing organizational change and development.
- ✓ Created and implemented forward-thinking initiatives to improve employee engagement.
- ✓ Contributed to business and HR functions by identifying, prioritizing and building organizational capabilities, behaviours, structures and processes.

## Education

**Federal Institute of Science and Technology,  
Kerala, India (2016 -2018)**

MBA - HR And Operations - GPA: 7.0

**St. Xavier's Woman's College, Kerala, India (2013 -2016)**

Bachelor of Commerce – Taxation - GPA: 8.0

## Languages

**English**

Bilingual or Proficient (C2)

**Hindi**

Upper intermediate (B2)

**Tamil**

Intermediate (B1)

**Malayalam**

Bilingual or Proficient (C2)

**Arabic**

Intermediate (B1)

