

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

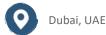
Dubai, UAE - January 2023 - November 2023

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









www.linkedin.com/in/lalizaparveen



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)