*To develop expertise in the field of Human Resources and Administration and Operations and work in a challenging and dynamic environment where I can actively contribute to the organization’s growth by improving my skill, though constant interaction with professionals and create a niche for myself in the Corporate Sector.*

**EDUCATION**

* Bachelors in Business Administration (IBM) from Manipal University Dubai (2011).
* Completed High School (CBSE Syllabus) from Sharjah Indian School (2008)
* Completed Secondary School (CBSE Syllabus) from Emirates National School, Sharjah (2006)

**WORK EXPERIENCE**

**Al Taqania/Al Kafaat Employment Services (Mashreq Bank) April-2012 to Feb 2016**

**HR Coordinator**

* Manage employee affairs and staffing department and In charge of Onboarding and induction for new employees.
* Maintenance of HRMS system.
* Recording/feeding and updating salaries/grade and transfer entries in HRMS system.
* Preparation of payroll data for Al Taqania and Al Kafaat comprising with staff strength of 1500 plus employees.
* Responsible for various other activities like updating medical cards and dependents details into HRMS system.
* Preparing ‘End of Service Benefit” for the exiting staff and play the role of an advisor to settle staff liabilities and visa collection, even providing experience letters and reference information as per company policy.
* Arranging payment through CAD (Central Accounts Department) for various invoices.
* Handling the employee grievances and providing necessary solutions.
* Conducting ‘Exit Interview’ and to collect the feedback from the resigned staff for future references to review policies for effective implementation.
* Completing the A/C Opening formalities.
* Clearance of all CAM ( Central Accounts Maintainence) related problems raised for new accounts.
* Supporting CCRD related queries and liability settlement.
* Maintaining attrition and active head count database using Oracle HRMS software.

**TEMPRORY WORK EXPERIENCE**

**Gitex Exhibition (2008, 2010 and 2011)**

* Creating sales of the product.
* Preparation of sales related reports.
* Working closely with the marketing department regarding the creation of interest about the product.
* Selling the product quickly and efficiently.
* Coordinating with other departments regarding the product know-how.
* Make comparisons with rival products and give suggestions on how our product can be improved.
* To meet the target set by the company.
* Provide good after sales service.
* Look into the complaints made by the customers and answered queries to improve the overall product.

**INTERNSHIP**

**AC Nielson Marketing Research, Sharjah. (June -2008 to September 2008)**

* Interviewing clients from various nationalities to get feedback about the product.
* Preparation of various data’s related to the product.
* Plan and conduct group meetings.
* Provided efficient feedback to the management.
* Manager for action.

**Data-Tech, Dubai. January-2010 to April-2011**

**Data Entry**

* Provide administrative support to the office.
* Store and retrieve data on computer
* Receive and process incoming and outgoing mails.
* File correspondence and other records.
* Responsible in ensuring company’s customer/clients receive an adequate level of service or help with their questions and concerns.
* Communicate with the customer through a variety of means, i.e. by telephone, email, fax, regular mail correspondence or in person
* Maintaining client relation and to ensure customer satisfaction.
* Involve in pre/post sales follow-ups.
* Processed back office operations using MS Office.

**Key Skills And Competencies

Professional**

* Always looking for ways to improve and reinvent the recruitment process.
* Processing payroll from start to finish.
* Ability to interact with employees at all levels.
* Excellent interpersonal and written communication skills.
* Ensuring legal compliance in all HR functions.
* Seeing tasks through to completion.
* Staying up to date with the latest Human Resources developments.

**Personal**

* Can thrive in a continually changing environment.
* Able to work under pressure and to aggressive deadlines.
* Easy going and relaxed when dealing with people.

**COMPUTER SKILLS**

* Microsoft Office Application.

**PERSONAL INFORMATION**

* Date of Birth: 23rd April 1990
* Nationality: Indian
* Languages Known: English, Hindi, Tamil and Malayalam.
* Visa Status: Employment Visa
* Marital Status: Single

**First Name of Application CV No:** **1665852**

Whatsapp Mobile: +971504753686

