**Gomathi**

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**HR & OPERATIONS MANAGER**

**OBJECTIVE**

Professional with good exposure in **Human** **Resource, Talent Acquisition and Operations Management** with overall experience of **7+ years**. Seeking a role that would present me with an opportunity to leverage my skills and experience that would bring in business benefits to the organization.

**EDUCATIONAL QUALIFICATION**

**GRADUATION:** BCA (Bachelor of Computer Application)

**COLLEGE:** T S Narayanaswami College of Arts and Science, Navalur, Chennai.

**PROFESSIONAL EXPERIENCE**

* **Organization:** Anbarasi Social Action

 **Job Position:** HR and Operations Manager

 **Period:** Since September 2015

* **Organization :** Reva Phoenix Engineers & Consultants India Private Limited

 **Job Position:** Senior Executive in HR and Business Management

 **Period:** Mar 2014 - Apr 2015.

* **Organization :** Supradha Global Solutions

 **Job Position:** Senior Executive in HR

 **Period:** Sep 2009 - Aug 2013

* **Organization :** IBM DAKSH

 **Job Position:** Executive - Customer Support

 **Period:** April 2008 - August 2009

**ROLES & RESPONSIBILITIES:**

**Anbarasi Social Action (HR and Operations Manager)**

As a HR and Operations Manger taking care of below activities for Anbarasi Social Action.

* Taken care of all government related works.
* Responsible for preparing and analyzing accurate reports for Petty Cash, Bank Payments and receipts.
* Responding to client emails on time.
* Getting the sign in Code of Conduct (COC), Child Protection Policy (CPP) from third party.
* Managing and supervising entire campus.
* Conducting cultural activities and annual health checkup for all children.
* Coordinate and manage daily activities of staffs.
* Conducting weekly and monthly meetings for all staffs and also helping and guiding the staffs.
* Handling weekly and monthly meetings with the clients and providing the required details.
* Doing follow-up and getting the required approvals from clients.
* Checking all purchase bills and signing for approval.
* Doing audit and checks on time sheets and attendance.
* Also taking care of facility management in order to maintain the facility neat and clean and purchasing housekeeping and stationery Items etc...
* Review annual payments and annual receipts aging for collections and payables meeting with the accountant.
* Vendor management and client’s registration.
* Preparing and sending the needs proposal to the client and also doing follow up with the client till the proposal gets approved. Dealing with the clients end to end for the proposal. Clarifying the client doubts and the getting the client requirements.
* Monitoring each process from all the staffs on daily basis.

**Reva Phoenix Engineers & Consultants India Private Limited (Senior Executive in HR and Business Management)**

As a Senior Executive, taking care of below activities for Reva Phoenix pvt Ltd

* Responsible for preparing and analyzing accurate reports for Petty Cash, Bank Payment, receipts and Invoices.
* Assisted in quarterly, annual filings and responding to requests from auditors.
* Coordinate and manage daily activities of accounting staffs.
* Assist with month-end and annual financial close and reporting.
* Cash forecasting based on sales, cash collections and purchase orders received.
* Prepare weekly Collateral Reports for Invoices. Petty Cash, Bank Payments, receipts.
* Review AP and AR aging for collections and payables meeting with staff.
* Working with external auditors - bank and annual audit.
* Facility Management.
* Management review and meeting updates.
* Reporting to MD.
* Direct business relation with the Clients.
* Preparing the enquiries database in excel sheets.
* Preparing and sending the business proposal to the clients and doing follow-up for the same.
* Arranging In-house and Public Training Programs.
* Deputing the suitable Engineer to the client place for the project completion.
* Assigning the manday's for the Engineers.
* Supporting the offline work.
* Monitoring each ongoing project status on daily basis from the Engineers.
* Taking care of Human Resource allocation planning, recruitment, executive search, training and development.
* Also doing best practices on development of organizational and Management System.
* Providing Employee compensation, benefits and assistance.

**Supradha Global Solutions (Senior Executive in HR)**

* Scheduling Face to Face and telecom interviews.
* Lining up candidate for interviews.
* Conducting preliminary round.
* Following up on the shortlisted candidates till their employment date.
* Preparing the sheets and interview kits and Temporary ID cards.
* Interacting with the recruiters of the respective division in the organization and coordinating with them.
* Updating the interviewer’s comments and status of the candidate in the system.
* Selected Candidates lists sending to the colleges after the campus drive.
* Campus drive has been conducted in so many colleges.

**IBM - DAKSH**

* Handling the Citibank credit card client issues and sorting out.
* Processing the loan using the credit card.
* Doing balance transfer using Citibank credit card to some other bank
* Converting the purchase amount into EMI.

**SKILLS AND STRENGTHS:**

**STRENGTHS:**

* Being professional in work place and handling clients.
* Good analyzing ability during decision making.
* Good communication skills and self-motivating
* Managing people and managing time.
* Being innovative and efficient.
* Keep on learning to adapt new technologies and skills.

**SKILLS:**

* Human Resource Management.
* Drive co-ordination and Management of recruitment drives
* Facility and Operations Management.
* People and Time Management.
* System and Data Base Management

**HONORS AND AWARDS**

* Received appreciation mail from client for solving the customer queries on time.
* Received individual best performance awards in the team and got multiple cash prices and awards.
* Received certificate for 100% attendance.
* Received appreciation mail for getting the new business for the company (Reva Phoenix)
* Received good appraisal ratings for the best Performance.

**LANGUAGES KNOWN**

* English
* Tamil
* Telugu

**PERSONAL DETAILS**

Date of Birth: 17 September 1985

Gender: Female

Marital Status: Single

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge and belief.