**Rajikumari**

[Rajikumari.353749@2freemail.com](mailto:Rajikumari.353749@2freemail.com)

**PERSONAL PROFILE:**

Dedicated, responsible, reliable, customer focused HR and administrative professional with added experience in Finance Department and customer care service for UK and US based clients. Ready for teamwork, strong sense of organization and planning, multitasking. Enthusiastic to learn and accept new challenges, very comfortable communicating with people from different backgrounds, occupations and cultures. Able to handle extremely high work volume with sustained focus. I would like to a be part of reputed organization which provides a steady career growth along with job satisfaction, challenges and give value contribution in the success of organization.

**CORE QUALIFICATIONS:**

⦁ Taking care of Human Resource Management and Administration.

⦁ Taking care of Employee Relations.

⦁ End-to-end preparation of Payroll.

⦁ Visa processing.

⦁ Taking care of HR policies.

⦁ Responsible for full lifecycle of recruitment. Planning and strategizing for all the recruitments within defined time frames. Development and implementation of interview process assuring quality interviews and focusing on right skills for respective positions.

⦁ Handling Exit Interview, joining formalities, Induction of new joiners, In-house activities related to New year, Festival Celebrations etc.

⦁ Designing various forms like Interview assessment form, Full and Final settlement form, Job description, Feedback and Training Calendar for the year.

⦁ Updating existing database MIS.

⦁ Taking care of Administration and Finance Department.

⦁ Precise communication skills.

⦁ Careful attention to documentation and records keeping.

⦁ Excellent Team player.

⦁ Strong capability to motivate in a supervisory position.

⦁ Proficient in analytical problem solving.

⦁ Performance Appraisal.

⦁ Taking care of petty cash transactions and financial documentation.

⦁ Monitoring and maintaining front desk functions.

**PROFESSIONAL EXPERIENCE:**

**MPHONE DWC LLC, Business Park, Dubai World Central**

January 2017 to February 2017 as HR and Admin Manager (Temporary position)

Job responsibilities: Reporting to CEO. Preparing Payroll (ERP system) and Administration Records. Responsible for full lifecycle of recruitment, which includes multi-channel sourcing, screening, qualifying, closing - high level skills in time, negotiation, reviewing company policies and procedures with applicants and extend offers. Planning and strategizing for all the recruitments within defined time frames. Development and implementation of interview process assuring quality interviews and focusing on right skills for resp. positions. Reconcile any differences with successful candidate to smooth the way for offer acceptance (Hand Holding). Reference checks to verify candidate’s credentials. Taking care of petty cash transactions and budget planning. Performance Appraisal. Taking care of Employee Relations. Planning Yearly calendar. Handling Exit Interviews, joining formalities, Induction of new joinees. Coordinating product launch ceremony. Designing various forms like Interview assessment form, Full and Final form, Job description, Feedback and Training Calendar for the year. Updating existing database MIS. Maintaining the track record of each and every individual of the shift. Careful attention to documentation and records keeping.

**WAVE ONLINE INFOWAY Pvt Ltd, Technopark (US Based Health care and Software Provider)**

Oct 2015 to January 2017 as HR and Admin Manager /Production in-charge

Job responsibilities: Reporting to Managing Director. Managing and maintaining the team of above 160 employees. Preparing Payroll (ERP system) and Administration Records. Responsible for full lifecycle of recruitment, which includes multi-channel sourcing, screening, qualifying, closing - high level skills in time, negotiation, reviewing company policies and procedures with applicants and extend offers. Planning and strategizing for all the recruitments within defined time frames. Development and implementation of interview process assuring quality interviews and focusing on right skills for resp. positions. Reference checks to verify candidate’s credentials. Taking care of petty cash transactions and budget planning. Taking care of new initiatives (Birthday Bash, Special monthly recognition awards, etc.) and to organize various employee friendly activities (Festive Week, Tournaments) throughout the organization. Performance Appraisal. Taking care of Employee Relations. Planning Yearly calendar related to various Trainings, Open houses, Social get together. Handling Exit Interviews, joining formalities, Induction of new joinees, In-house activities related to New year, Festival Celebrations etc Designing various forms like Interview assessment form, Full and Final form, Job description, Feedback and Training Calendar for the year. Updating existing database MIS. Maintaining the track record of each and every individual of the shift. Careful attention to documentation and records keeping.

**CONSCIENCE BUSINESS SOLUTIONS ,Technopark (US Based Organization)**

June 2014 to Sep 2015 as HR/Administration/Finance Manager

**SEAVIEW SUPPORT SYSTEMS Pvt Ltd, Technopark (UK Based Organization, D-Scribe)**

Sept 2010 to June 2014 as HR Executive

**ENTER TECHNOLOGIES Pvt Ltd, Technopark (US Based Health Care Organization)**

April 2009 to August 2010 as Quality Controller/Team Leader

**M-SQUARED MT/SOFTWARE SERVICES Pvt Ltd, Technopark (US Based Health Care Organization)**

August 2000 to March 2009 as Editor/QA

**EDUCATIONAL QUALIFICATIONS:**

MBA in Human Resource Management from MG University, Kottayam, Kerala, India.

BA Economics from University of Kerala, Thiruvananthapuram, Kerala, India.

Diploma in Pharmacy, Pharmacy Council of the State of Kerala, India

Pre-Degree Science Group from Mar Ivanios College, Thiruvananthapuram, Kerala University.

**COMPUTER SKILLS:**  Certificate of Advanced Level Course in Computer Applications. Excellent knowledge of computer such as Microsoft Word, Excel, Outlook, Power point, Paint, Adobe Illustrator, Photoshop, Internet (all popular browsers), MAC, online banking, Tally, Healthcare Software programs, social media websites.

**MAJOR STRENGTHS:**

⦁ Effective adaptation to the role of a team member or a leader as the situation requires.

⦁ Good interpersonal communication skills, effective listening skills & problem solving approach.

⦁ Competitive attitude and a desire to learn.

⦁ Mentoring and managing a team to achieve the objectives.

⦁ Hard working, good team leader, fast and active learner and energetic.

**Social Activist/Voluntary Activities:** Attended ISO-certification program of Employee Working environment held at KINFRA Apparel Park, Menamkulam with association with TUV Rheinland as an auditor/interpreter. Serving as Interpreter for multi-language in social welfare activities in association with NGOs. As a part of Malankara Catholic Youth Movement attended one month Social Service work at Bethsaida, Thiruvananthapuram, Kerala (an institution for physically handicapped Girls) and also attended Social Service activities for mentally sick people and unwanted wandering people at Sadhana Renewal Center, Thiruvananthapuram, Kerala. Social activist including Regional cancer center visit, Blood donation campaign, Stray dogs rescue etc.

**PERSONAL DETAILS:**

Date of Birth 31/05/1979

Language Proficiency English, Hindi, Malayalam Tamil.

Hobbies Social service, cooking, gardening, driving, writing

Religion Christian

Marital Status Married

Nationality India

Visa Status: Visiting Visa (Expiry in April 30, 2017)

Date of expiry 27/09/2026

Reference: Will provide upon request.

**Declaration:**

I do hereby declare that all the information furnished above is true to the best of my knowledge and belief. I will do my duties to the best of my ability.

Date: 10/03/2017

Place: Dubai