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| Vrushali | Vrushali-388367@2freemail.com  | . |  |  |
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|  | **S T R E N G T H** | **P R O F I L E** |  | **E D U C A T I O N** |  |

* Conflict Management
* Leadership Quality
* Adaptability
* Interpersonal Communication
* Public Speaking
* Time Management
* Teamwork
* Office/ HR Manager with over 8+ years of experience assisting with and fulfilling organization staffing needs and requirements.
* SAP Certified with PG Diploma in Strategic Human Resources Management
* Aiming to use my dynamic communication and organization skills to achieve your HR initiatives.
* PG Diploma in Strategic Human Resources Management ‐ 2018
	+ - * CIQ UK Westford University Sharjah, UAE
* SAP HCM Associate Certified with Distinction – 2014
	+ - * Lithan Genovate , Mumbai, India.
	+ B.Com ‐ 2009
		- Mumbai University, India.

**S O F T W A R E S K I L L S** **P R O F E S S I O N A L**

WPM: 90



MS Office 2016



SAP ‐ ERP 6.0

Tally 9.2. Version

IT Aakash Strategic ERP

Far Vision ERP SW



**P E R S O N A L D E T A I L S**

**Date of Birth**: 6th October 1987

**Nationality** : Indian

**Driving license**: UAE Valid till 2021

**UAE Visa Status**: Employment Visa

**Marital Status**: Unmarried

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**Hobbies:** Gym Enthusiast, Driving,

Swimming & Traveling.

**Languages**: English, Hindi, Marathi,

Gujurati and Basic Arabic.

**HR Admin Officer & Personal Assistant**

*Bin Al Mulla Constructions‐ Dubai (San Marco General Trading)*

*– Jan 2017 ‐ March 2019*



**End‐to‐End Recruitment** **Joining Formalities & Induction** **Accounts** **Attendance**



**Grievance** **Employee Relationship** **Performance Appraisal** **Exit Formalities**



**Job Evolution** **Compensation** **Employee Welfare** **Business Development**

***Accomplishments:***

* Initiated revision of outdated employee handbook, HR policies and procedures.
* Created a company culture initiative, social events, employee satisfaction surveys which raised employee satisfaction rates by 25%
* Merged existing benefit plans into one corporate flexible benefit plan with annual savings while enhancing benefits to all employees & employer.
* Implement a Computerized & Hard copy filing system for human resources, organizing more than 300 past and current employee documents & Safe Keeping.
* Implemented a bi‐monthly meeting with all store heads to discuss goals, updates, and challenges, increasing productivity across all shops by 20%
* Reimagined business development strategy to include a 20% increase in sales force, resulting in increased profits.

**Sr. Hr Administrative & Business Developer**

*Precision Global Services‐ India ‐ Nov. 2009 – Aug 2016*



**Recruitment** **Staff Induction** **MIS Report** **Attendance** **Employee Relationship**



**Payroll** **Benefits** **Petty Cash** **Admin Assistance** **Housekeeping Supervision**



**Stationary Management** **Business Research and Analysis** **Client Satisfaction & Engagement**

***Accomplishments:***

* Increased productivity by 60% by implementing computerized inventory systems.
* Maintained 86% satisfaction rating as a customer care representative.
* Exceeded retail sales goals by an average of 17% every quarter in 2017.