**KAVITHA**

**Email:** **kavitha-396726@gulfjobseeker.com**



**PROFEESIONAL SUMMARY**

Goal-Oriented individual with 3+ years in a administrative environment. Seeking in HR/Admin Assistant position to apply excellent multitasking and analytical skill in effectively fulfilling the responsivities for the position.



**WORK HISTORY**

**HR cum Administrative Assistant**, 09/2019 to till now

*Dubai,UAE*

* Maintaining current HR files and databases.
* Managing employee leave and attendance records.
* Updating and maintaining employee benefits, employment status, and similar records.
* Managing the department queries and process the employee requests and relevant information.
* Posting job ads and organizing job applications and Assisting in screening and rating of applicants.
* Assisting in payroll preparation by providing relevant data like absences and leave.
* Answer telephone call and provide needed information.

**HR Administrator**, 04/2017 to 05/2019

***Radiy Group Of Company*** *- Nagercoil,+ TN, India*

* Developing and administering human resources plans and procedures that relate to company personnel
* Directed all human resources functions including recruitment, hiring, training, on-boarding and employee relations.
* Maintaining and monitoring project plans, project schedules
* Planning, organizing, and controlling the activities and actions of the HR department
* Contributing to the development of HR department goals, objectives, and systems
* Maintaining department records and reports
* Maintaining company directory and other organizational charts
* Recommending new policies, approaches, and procedures

**Administrative Officer** 08/2016 to 04/2017

***STA-Royal Marketing Solutions Pvt. Ltd.*** *- Nagercoil, TN, India*

* Established efficient workflow processes, monitored daily productivity and implemented modifications to improve overall effectiveness of personnel and activities
* Planning and coordinating administrative procedures and systems and devising ways to streamline processes
* Recruiting and training personnel and allocate responsibilities and office space
* Assessing staff performance and provide coaching and guidance to ensure maximum efficiency

**** Ensure the smooth and adequate flow of information within the company to facilitate other business operations



**EDUCATION**

**Bachelor of Engineering**: **Computer Science Engineering, 06/2016**

*James College of Engineering and Technology - Navalkadu, TN, India Anna University*

**Higher School Certificate**

*S.M.R.Y. Higher Secondary School - Nagercoil, TN, India*

**S.S.L.C**

*S.M.R.Y. Higher Secondary School - Nagercoil, TN, India*

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|  |  | **SKILLS** |  |
| **** | Management Skill | **** | Self-Management |
| **** | Leadership Skill | **** High level of Professionalism |
| **** | Ability to Working Under Pressure | **** | Computer Skill |
| **** | Decision Making | **** | Mathematical Skill |
| **** | Communication Skill | **** | Multi-tasking |
| **** | Analytical thinking | **** | Managing People |

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|  |  | **TECHNICAL SKILL** |
| Operating System | : | Windows7/8 ,XP. |
| Web Technologies | : | HTML,XML,CSS |
| Programming languages | : | C, C++ , Java, Android |
| Package | : | MS Office |
| Database | : | My SQL |

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|  |  | **ACADAMEIC PROJECT** |
| Title | : | Localization using cellular phone traces internet of things |
| Team Size | : | 3 Members |
| Role | : | Team leader |
| Language | : | Android |
| Purpose | : | Identify the location of user |
|  |  |  |
|  |  | **CERTIFICATIONS** |
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**** Diploma in Computer Application(MS-window, MS-Office, C, HTML, C++,Front page) **** Advanced Diploma in Java Programming(C,C++,Html, Java) **** Basic in Android

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|  |  | **PERSONAL PROFILE** |
| Date of birth | : | 11.05.1995 |
| Gender | : | Female |
| Nationality | : | Indian |
| Marital Status | : | Single |
| Languages Known | : | Tamil, English & Malayalam |
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|  |  | **DECLARATION** |
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I hereby declare that above furnished particulars are true to the best of my knowledge and belief.

Place: Dubai

Date:

**[Kavitha]**