

Srividhya Raghavan Veera

Mobile: +971 58 684 1828
Visa Status: Spouse Visa - Valid till 2023
Address: Dubai, UAE
Email: srividhya.raghavan08@gmail.com

An effective and confident communicator who is also a self-starter seeking full-time employment in a company, which provides growth & success to both the organization and myself.

EXPERIENCE(S)

Hybella | Hybello - Dubai, UAE

July '20 - Mar '21

HR Generalist

Key Contributions

- Provide day-to-day administrative support.
- Being the first point of contact for employees on any HR-related queries
- Responding to emails on behalf of the department
- Answering phone calls, dealing with inquiries, and provide general information to job applicants regarding HR procedures.
- Writing job adverts and Search for candidates using various sources such as databases, internet recruiting resources, networking, job fairs, social media advertisements, and employee referrals.
- Select job applicants, confirm their qualifications and refer them to hiring managers, making recommendations when appropriate.
- Interview job applicants as part of the screening process to get information on their work history, job skills, training, and education, and inform them of the position's duties and responsibilities, compensation, benefits, and working conditions.
- Negotiating Salary with candidates & get acceptance for the same.
- Coordinate with joining formalities such as getting all the relevant documents for employee personal files, Academic & Pre-employment, issuing appointment orders, etc.
- Sending out offer letters to the employees.
- Compiling the following data about employees: payroll – such as hours worked, leaves, and also timesheets.
- Managing company's social media.
- Basic knowledge of UAE labor law & Visa processing.

TFX Marketing Services

May '20 - July '20

HR Internship

- Posting job advertisements to job boards and social media platforms.
- Sourcing candidates from various job portals such as Naukri.com, Facebook jobs, headhunting on LinkedIn
- Conduct the applicant screening tests as per the specifications & Conduct preliminary interviews to assess the communication, personality, and missing information checks/assessment.
- Shortlisting candidates for interviews.
- Scheduling interviews with the Senior HR Manager.
- Preparing and sending offer letters to candidates.
- Responding to staff inquiries regarding HR policies, employee benefits, and other HR-related matters.

CGI - India

July 2016 - October 2019

Software Engineer

Key Contributions

- CRM Production Support - Manages the request coming from the client.
- Handling the user queries related to the front-end CRM application Develop data extractions or reports from requests or requirements stated by clients, and investigate data-related issues.
- Monitoring all the Non Production Environments and Log Analysis on the CRM Failures.
- Handling Deployment activities (Non-Production Environment).
- Providing support to testing activities (OAT Testing) by resolving environment defects raised by testers in Bugzilla (defect tracker tool).
- Collaborating with application developers and designers to ensure that all the defects are being fixed.
- Handling Remedy incidents and Monitor Level 2 issues/tickets opened internally and by customers for application issues.
- JIRA - Issue & Bug Tracking, Monitoring, and productivity over time
- Responsible for giving KT sessions to team members on functionalities of the application and the tools used.
- On-call Support (Providing 24*7 support to the Customers)

SKILLS

- Human Resource Management
- Recruitment & Selection

- Administrative Operations
- Microsoft Office
- Customer Support / CRM
- Oracle, PL/SQL (IT Skills)

EDUCATION

B.S. Abdur Rahman University

July 2012 - June 2016

Bachelor of Technology - Computer

Completed my final year project in Android stream which will enable the user to predict the location in offline mode and also received the best project award for the same.

CERTIFICATIONS

NaukriGulf

July '21 - July '23

Certified Naukrigulf Recruiter

PERSONAL DETAILS

- Languages Known: English, Tamil, Hindi
- Degree Certificate attested by MOFA
- Interests: Cooking, Badminton