

Pavithra

Human Resource Assistant / Admin Assistant

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I am seeking to find an opportunity in a company where I can both contribute and hone my skills. I am currently staying in **Dubai** and available to **join immediately**. I am performance and accomplished professional offering 1.4years of experience in HR administration and office related functions

My core includes and not limited to

- Knowledge of HR process and Pay roll processing
- Confidential and effective record keeping
- Time and People management
- Team player
- Positive attitude and strong ethnic
- High standard of works and meet deadlines
- Coordination communication

Industry of Expertise

- Manufacturing companies
- Chemical Industries
- Oil and Minerals
- Production Management
- Pharmaceutical industries

Educational and Technical background

● Bachelor of Science – Dr G Shankar First Grade Women’s College Ajjarkadu, Udupi.

- PCM-Physics, Chemistry, Mathematics
- Mangalore University-2018
- First class with distinction

● Diploma in Office Automation –MS: Word, Excel, PowerPoint and Tally

Work Experience {INDIA} – one year 3 month

Human Resource Assistant: **Vipra Machine Tools Pvt Ltd**

Bangalore

Jul 2018-Oct 2019

- Assisting with day to day operations of HR functions and duties
- Providing clerical and administrative support to Senior Human Resource Executives
- Process documentation and prepare reports relating to personnel activities
- Compiling and updating employees records - Hard and Soft copies
- Plan for the Internal and External audits
- Coordinate HR projects, meetings, trainings etc.
- Deal with employees requests regarding Human Resource issues, rules and regulations
- Assist in payroll preparation by providing relevant data absences, bonus, leaves (CL ,EL) etc.
- Communicate with public services when necessary
- Maintain organizational charts and detailed job descriptions
- Plan for the Head count to staff based on requirements
- Coordinate communication with candidates and schedule interviews
- Report to management and provide decision support through HR metrics
- Conduct initial orientation to newly joined employees
- Hands on experience of Compensation clarity-PF, ESI, Gratuity, TDS
- Monitor and manage inventory of office supplies: Order and distribute office supplies necessary
- Process, Sort and route incoming and outgoing mails
- Answer phone calls and direct callers to appreciate party
- Maintaining Files
- Compile financial records- Petty Cash, Cheque details
- Setting appointments and arranging meetings
- Participating in ISO (International Standard Organization)audits
- Educate Employees on the importance of PPE (Personal Protective Equipment)
- Managing employee dress (uniform) and appearance

- Managing Resignation and Exit process
- Handled staff satisfactory surveys
- Planning the job requirements, determining the sources of recruitment
- Encouraging employees to work willingly and efficiently to achieve the goals of organization
- Maintaining Performance appraisal of each employee systematically
- Vehicle registration and insurance

Personal Dossier

Nationality : Indian

D O B : 12th February 1998

Visa Status : Visit Visa

Marital Status : Single

Languages : English, Hindi, Kannada

Current Location: Dubai (Ready to relocate anywhere within GCC)

PAVITHRA