



BASKARAN NATARAJAN

HUMAN
RESOURCES, ADMIN

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Madinat Zayed, Abu Dhabi, UAE, Abu
Dhabi, United Arab Emirates

Birth Date

04-03-1991

Nationality

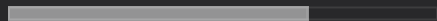
Indian

Driving License

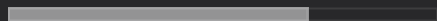
India License-LMV

SKILLS

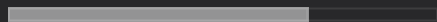
Team & Time Management



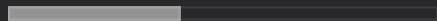
MS-Office



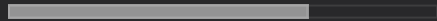
Customer Service



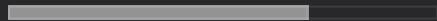
Information Technology



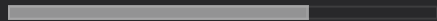
Manpower Handling



Staff Management



Problem Solving



PROFILE

An experienced and dedicated Human Resources Assistant with in-depth knowledge of administrative processes and managing successful relationships with employees. Ability to maintain an organized employee database by collecting records, and carefully organizing paperwork associated with existing and future employees. Presently looking to progress a career within the HR industry by joining a exciting and ambitious company that rewards ability and hard work.

EMPLOYMENT HISTORY

Human Resource Cum Admin Assistant, , Modern Building Maintenance LLC

Abu Dhabi | 2017 May - 2020 January

- Assisting with day to day operations of the HR Functions and Duties.
- Providing Clerical and Administration Support to HR Executives.
- Compiling and Update Employee Records (Hard and Soft Copies).
- Maintaining Leave & attendance records of the employees on daily, weekly, Monthly follow up & correspondence.
- Responsible for all joining formalities of the new employees to arrange Visa Medical, Biometric Finger Print, Emirates ID and Insurance Card also.
- Mainly Focusing on DMS Process(Scan the Documents , File Conversion and Upload in SAP Application.
- Arranging documents for Work permit & Residential permit (renewal and new applications) and submission to the concern to proceed for the same.
- Preparing Employees Documents for Daman Insurance.
- To follow up passport and visa renewal by month wise and maintaining records in excel sheet.
- Follow employees Cancellation \ Resignation to coordinate with messenger for exit purpose.
- Collect the workers Salary Issue details from the Concerned Supervisors and Make the consolidated list will be followed and will be taken with immediate action.
- Coordinate with Bank to arrange the Bank Card for New Joiners and Apply for Replacement Card if missed by Individual.
- Updating, maintaining and auditing of personal data for all the employees.
- Maintaining personal files of employees and documentation.
- Maintaining and updating employee database.
- Taking notes during meetings and writing minutes of the meeting afterwards.
- Coordinate with concerned project in-charge to collect monthly staff attendance details to process their salary accordingly to the time frame.

LANGUAGES

English

Tamil

Hindi

Backend Executive, Airwave Communication Pvt Limited (AIRTEL),

Chennai,TamilNadu,India | 2015 December – 2017 March

- Preparing Daily Customers and Corporate Connection Activity Report from ICRM Application.
- Preparing and processing Customers and Company Bulk order documents to activate.
- Preparing weekly and monthly consolidated report and forwarded the same to the Managers for verify and audit purpose.
- Maintaining important files and documents carefully. And follow up pending issues and report to Managers .

Senior Associate , Nine Stars Information Technology

Chennai,Tamilnadu,India | 2012 September – 2015 October

- Assisting with day to day operations of the Project Function, Duties and Team Handling
- Preparing the daily and monthly progress report will be sent to concerned Project In charge
- Supporting to Admin level activities and filing & Scan the documents to be uploaded in ICRM.
- Generating the Monthly Report from the Oracle ICRM Application to find the duplicates using VLOOKUP and HLOOKUP Methods will be sent email to Manager on daily and monthly basis.

EDUCATION

MBA Human Resource, Manonmaniam Sundaranar University

Tirunelveli,TamilNadu,India | 2016 May – 2018 May

BE Computer Science , PMR Engineering College

Chennai,TamilNadu,India | 2008 August – 2012 April

PERSONAL INFORMATION

Father's Name : M. Natarajan

Sex : Male

Marital Status : Married

Nationality/Religion : Indian/Hindu

Visa Status : Visit Visa-Valid Till 23-06-2021