



# SINDHU S

Office Secretary/ HR-Admin Assistant/ Coordinator

## PROFILE

Personnel with high moral of quick learned and self-initiated personality with zeal to work in an organization driven by a systems and process. Always look forward for new Challenges and Timelines which will give me the way to think innovative and execute it better.

## CONTACT

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ADDRESS:

Burjuman, Al Hamriya, DUBAI  
UAE.

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## HOBBIES

Gardening  
Listening to Music  
Creative works  
Travelling  
Yoga  
Cooking  
Surfing

## EDUCATION

### BBA – Bachelor's in Business Administration

Taken my graduation from Annamalai University, as distance education and acquired my degree in the stipulated time span.

### Plus Two Office Secretaryship

Completed the Vocational Higher Secondary School with a Secretary ship Course as specialization.

## WORK EXPERIENCE IN SHORT

**Euro Forge Global Middle East LLC – HR Admin**  
**Mar 2021 – Jun 2021**

**Apfel solutions- Admin Manager**  
**2018 – 2020**

**Prudent Technologies Pvt Ltd - Front Office Cum Payment Coordinator**  
**2017 – 2018**

**Aristo Pharmaceuticals Pvt Ltd - Secretary to General Manager**  
**2012 – 2014**

## SKILLS

- Better Time management capability
- Good communication skill
- Taking up the initiative and enthusiastic
- Self-learning
- Hardworking
- Quick Learning

# C A R E E R H I G H L I G H T S

## **Euro Forge Global Middle East LLC (HR Admin) Mar 2021 – Jun 2021**

- Working as a Talent Acquisition Officer.
- Building new HR policies for the company.
- Maintaining Employees record.
- Maintaining workplace safety issues. (QAQC)
- Responsible for maintain employees time sheets & leaves.
- Responsible for employees exit formalities.
- Support other assigned functions to help HR & Admin Manager.

## **Apfel Solutions (Admin Manager) 2018 -2020**

- Personal and team management
- Support to marketing and business strategy team
- Supporting the client development programs
- Supporting business performance analysis and goals setting
- General day today management
- Staff Recruitment

## **Prudent Technologies Pvt Ltd 2017 - 2018 (Front Office Cum Payment Coordinator)**

- Responsible for HR / Admin Operations as per company policy.
- Handling Admin activities for an organization for 50+employees
- Handling individually all the HR policies and activities.
- Formation & Implementation of HR policies.
- Monitoring and initiating payments and incentives
- Executing employee beneficiary policies including EPF, ESI.
- Recruitment of the resources is one of the key responsibilities.
- Manpower productivity management.
- Managing the recruitment life cycle for sourcing the best talent from diverse sources after identification of manpower Requirements for new / existing departments.
- Executing the entire gamut of task in recruitment encompassing sourcing, screening, selection & appointment etc.

## **Aristo Pharmaceuticals Pvt Ltd (Secretary to GM) 2012 -2014**

- Manage GM's electronic diary, assessing priority of appointments and reallocation as necessary.
- Manage GM's travel arrangements including accommodations.
- Maintain GM's office systems, including data management and filing
- Maintain records of GM's contacts.
- Screen calls, enquiries and requests, and deal with them when appropriate.
- Produce documents, briefing papers, reports and presentations for the GM.
- Production/Distribution of agenda and papers
- Any other duties as may reasonably be required by the GM