



DARSAN VAYAKKATIL RAJAGOPAL

HR AND
ADMINISTRATION
MANAGER

📞 0566221018

✉️ darsanvr@gmail.com

📍 AI Mankhool, Dubai, UAE

Birth Date
07-09-1989

Nationality
India

SKILLS

MS Word



MS Excel



MS Power Point



Adobe Photoshop



PROFILE

An experienced Human Resources and Administrative Management professional with 5 years experience in UAE. Demonstrated proficiency in integrating Human Resources and Administration. Expertise in workforce planning, managing a large volume of the workforce.

EMPLOYMENT HISTORY

HR AND ADMINISTRATION MANAGER , ELEMENTARY BIM PROJECT MANAGEMENT SERVICES LLC

Dubai | 05.SEP.2017 - Present

- The creation and maintenance of employee records.
- Managed the recruitment and selection process, Support current and future business needs through the development.
- Providing HR-related support to employees.
- Assist the department with payroll by providing relevant employee information.
- Oversee and manage the performance appraisal system that drives high performance.
- Coordinate all aspects of office administration.
- Reviewing and renewing company policies and legal compliance.
- Communicates with all departments and maintains working relationships.
- Built strong relationships with senior management and Business Partners to enable systematic decision-making across the team.
- Handling administration of all labor contracts and Visa process.
- Asset Management, Vehicle Management, Accommodation & transport Management, License renewals.

LOB INCHARGE , DRIVE INDIA ENTERPRISE SOLUTIONS LTD

Cochin | 2014 - 2017

- Inventory Management
- Coordinate warehouse activities such as production, sales, and purchasing with department heads.
- Participation in establishing a schedule and ensure that the schedule was correctly implemented and jobs were assigned effectively and completed properly

LOGISTICS OFFICER, BISLERY INTERNATIONAL PVT LTD

Chennai | 2013 - 2014

- Managing the warehouse operations like SKU's are orderly arranged to follow the FIFO method
- Planning of procurement, production, inventory control, logistics, and distribution
- Sending instructions to various warehouses for shipment preparations according to requirements.

EDUCATION

**MBA in International Transportation and Logistics
Management , Indian Maritime University
(A central university, Government of India)**

Chennai | 2011 - 2013

BACHELOR OF COMMERCE , University Of Calicut

Kerala | 2007 - 2010