**VIDYA LAKSHMY P S**

ADMIN & HR MANAGER

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| **AREAS OF EXPERTISE*** **H**R **O**perations
* **E**mployee **E**ngagement **P**rogram
* **H**uman Resource Information Software (HRIS)
* **H**R **C**ommunications
* **N**ew **H**ire **P**rocedures
* **E**mployee **C**onflicts **&** **R**esolutions
* **I**ncident **I**nvestigation
* **P**erformance **M**anagement
* **E**mployee **S**atisfaction **S**urvey
* **P**roject **M**anagement
* **H**R **R**eporting
* **T**ime **&** **A**ttendance **M**anagement
* **E**mployee **R**elations
* **R**ecord **M**anagement
* **HR** **A**uditing
* **I**nteractive **V**oice **R**esponse (IVR) **M**anagement
* **E**nterprise **R**esource **P**lanning (ERP)
* **L**eads **M**anagement **S**ystem (LMS)
* **S**tock **R**econciliation
* **M**aintaining **D**atabase
* **S**core **T**ool **S**oftware
* **C**ounseling
* **E**mployee **C**onflicts **&** **R**esolutions.
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**S**UMMARY

 A dedicated and proactive individual with working knowledge of human resources and recruitment practices desiring HR Manager Position with an objective to secure senior level assignments in HR department of a leading organization.

**W**ORK **E**XPERIENCE

**COUNSELOR / HR MANAGER** Jan 2017 – May 2018

AAKASH INSTITUTE KOCHI, KERALA

* Student Advising.
* Organize counseling programs.
* School and career curriculum Development.
* Academic Counseling Services.
* Facilitation of individual and group counseling sessions.
* Handle Various HR & Admin Operations.
* Scheduling and documentation of files.
* Maintain and update student database.
* Assigning projects and evaluating.
* Involved in preparation of report, administrative statements etc
* Conducted psychological and intelligence test.
* Managing recruitment, training and development of the staff.
* Handled all office correspondence and daily office tasks.
* Coordinate and supervise the work of specialists and staff.
* Employee services and counseling.

**HR Manager – IT** JAN 2017 – March 2017

YOUSOFT SOLUTIONS KOCHI, KERALA

* Manage the recruitment and section Process.
* Assess training needs to apply and monitor training programs.
* Educational and Training Requirements.
* Maintain accurate Employee database and update as required from time to time.
* Conducting seminars and other various programs to get a new live project.
* Follow up with job seekers to ensure milestones were met and questions had been answered.
* Supervision of student placement services.
* Regularly meet with employees for progress reviews and assessments, discussing any problems or grievances they may have.

**CAREER ADVISOR, DOCUMENTATION & VISA PROCESSING**  FEB 2016 – DEC 2016

SANTA MONICA KOCHI, KERALA

* Ensure students have realistic goals and achievement plans.
* Manage comprehensive student database and retrieve information as needed.
* Developed support programs to share resources and job leads.
* Met with students to discuss career goals and search strategies.
* Maintain strong student relationships for support and guidance.
* Submitting student records for documentation and visa processing.
* Providing proper guidance for IELTS exam reparations and online training program.

**STUDENT COUNSELOR** FEB 2015 – JAN 2016

AAKASH INSTITUTE KOCHI, KERALA

* Providing high quality academic, social and emotional support for struggling students.
* Organize counseling programs for students.
* Mediate in the case of misunderstandings between students and teachers.
* Serve as guide for students when they need to attend any scholarship exams and other forms of academic funding.

**HR Executive – IT** OCT 2014 – JAN 2015

FLEMING EMBEDDED SOFTWARE SOLUTIONS KOCHI, KERALA

* Implement effective sourcing, screening and interviewing techniques.
* Assess training needs and coordinate learning and development initiatives for all employees.
* Manage employee’s grievances.
* Direct all hiring and training procedures for new employees.
* Coordinate and direct work activities for managers and employees.
* Promote a positive and open work environment where employees feel comfortable speaking up about the issues.

**E**DUCATION

**M**aster of **C**omputer **A**pplications (MCA) 85% 2014

BHARATHIAR UNIVERSITY, INDIA

**B**achelor of **C**omputer **A**pplications (BCA) 80% 2011

BHARATHIAR UNIVERSITY, INDIA

**B**EHAVIORAL **C**OMPETENCIES & **O**THER **P**ROFESSIONAL **S**KILLS

* Ready to take responsibilities.
* Possesses good planning, time management and team building.
* Strong in Problem solving and decision making.
* Consistently approaches work with energy and a positive, constructive attitude.
* Ability to identify and set priorities.
* Attention to communication.
* Flexible and adaptive to situations with the ability to stay on task till completion under pressure or opposition, while maintaining effectiveness and self control.
* Career Motivation.
* Analytical Thinking.
* Influencing others.
* Developing others.

**L**ANGUAGE **S**KILLS

English : Fluent

Hindi : Intermediate

Tamil : Fluent

Malayalam : Fluent

**P**ERSONAL **P**ROFILE

Father’s Name : Sakthivel P

Date of Birth : 21 Oct 1988

Sex : Female

Marital Status : Married

Visa Status : Visit Visa (till April 10 2019)

Nationality : Indian

**D**ECLARATION

I hereby declare that the above-mentioned information is true to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

 VIDYA LAKSHMY P S