

Varsha Vijayakumar

HR-Administrator

Profile

A dynamic individual with more than 8 years of experience in HR & Administration seeking a Position in the HR Domain, would like to utilize earlier experience and knowledge in the HR field by contributing to the progress and advancement of the firm.

Education

B.TECH: Electrical & Electronics Engineering, Kerala University,

India | 2006 January - 2010 March

BACHELORS OF ARTS: Communicative English, Delhi University

India | 2015 December - 2018 May

Employment History

HR-Client Coordinator, TRUST MIDDLE EAST GENERAL TRADING L L C.

DIP 2, Jabal Ali, UAE. | 2021 January - 2021 May

Acts as a liaison between a Client-company and the government by carrying out all the necessary paperwork, making it easier for a client to conduct business without any legal concerns or government intervention. Depending on a client's needs, they can avail any of the PRO services we offer. Some of them are as follows:

- Process new employment permits, entry visas, MOL, temp work permits, labor cards, medical examinations & Emirates ID.
- Handle documentation needed for E-channel, GDRFA, Dubai & Sharjah Immigration, Ministry of Labor.
- Manage all government-related queries of companies in Freezones and Mainland LLC.
- Submit and gather all new work and business visas to guarantee clients that their business setup requirements will be processed on time.
- Assist in payroll.
- Coordinate with the PRO and direct coordination to the main office.

Assistant - HR Manager, mPHONE ELECTRONICS & TECHNOLOGIES PVT.LTD

Cochin, Kerala, India. | 2016 January - 2020 October

- Talent acquisition: Interviewing, hiring, and onboarding employees. Development and implementation of human resource policies, Maintain



INFO

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BIRTH DATE

24/01/1989

NATIONALITY

Indian

DRIVING LICENSE

YES

SKILLS

WINDOWS



EXCEL



TALLY ERP 9.0



POWER POINT



SAP



LANGUAGES

ENGLISH



HINDI



ARABIC



employee files and records in electronic and paper form.

- Verify Time & Leave Management for timely and ensure accurate processing of the Monthly Payroll according to the schedule, Generating Payslips and forwarding them to employees.
- Manage regular preparation of relevant MIS reports, including weekly, monthly, quarterly, and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, etc.)
- Manage employee queries with regard to their deductions, settlements, and supporting their requirements.
- Creating and maintaining Personnel Files for the new hires and enter the same into the Database.
- Completing the joining formalities and documentation for the new hires. Creating Employee codes, Email IDs, Circulate Introduction Email to all departments and making sure they are well equipped with the joining assets.
- Updating and maintaining standard Job descriptions.
- Managing the performance Appraisal process (Probationary & Annual) & making sure that the assessments are carried out fairly & effectively with strict timelines & complete data accuracy.

HR -Administrator , INBITZ SOLUTIONS PVT.LTD,TECHNO PARK

Trivandrum, Kerala, India. | 2013 November - 2015 December

- Implement, manage, maintain & update HR Policy and Procedures & Forms such as Joining, Interview Evaluation, Updated Job description, Exit Interview with the supervision of HR Manager.
- Issuing the salary revision letters, promotion letters, experience certificates, clearance certificate & Salary Certificates.
- Process & preparation of organized Daily, Weekly, & Monthly HR Reports to the Management.
- Conducting Exit Interviews.
- Effective & engaging communication with staff members for addressing HR concerns.
- Dealing with Leave management of Staff including leave eligibility, Intimation, Duty Resumption Reports.
- Responsible for maintaining attendance/punching records of Company employees to incorporate them in the Payroll system with the support of biometric and Timesheets.

Sales Administartive Assistant, NORTECH INFONET PVT.LTD,TECHNOPARK

Trivandrum, Kerala, India. | 2010 March - 2012 December

- Processing orders via email or phone.
- Checking data accuracy in orders and invoices.
- Contact clients to obtain missing information or answer queries.

- Liaise with the Logistics department to ensure timely deliveries.
- Maintain and update sales and customer records.
- Develop monthly sales reports.
- Communicate important feedback from customers internally.
- Ensure sales targets are met and report any deviations.
- Stay up-to-date with new products and features.

References

Beas Joseph , Trust Me ,Dubai

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Gireesh Gangadharan , Inbitz solutions

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Hobbies

- Computing
- Reading
- Writing
- Going to the Gym
- Photography
- Drawing, sketching, painting, etc. by hand