



 **Sharjah, UAE**

 **+971588546457**

 **rugmavs@gmail.com**

SUMMARY

Accomplished HR Executive with expertise in developing policies and managing employee relations. Used keen attention to detail to find company inefficiencies and develop training programmes to enhance team talent. Dedicated to planning and maintaining dependable, skilled teams.

SKILLS

- Employee Relations
- Employee record management
- Employee retention strategies
- Office resource management
- Administering payroll
- Data confidentiality
- Inventory purchasing
- MS Office
- Filing experience
- Accounts Payable and Receivable (AP/AR)
- Recruitment and training
- Preparing contracts
- Documentation
- Work diary management

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EXPERIENCE

October 2023 – March 2024

SECRETARY/HR EXECUTIVE (IFAA General Maintenance and Decor LLC) | Rashidiya, Dubai, UAE

- Provided support to employees with various HR-related issues and liaised with heads of department to find resolutions.
- Helped solve conflicts, disputes and concerns, offering practical and smart solutions.
- Managed the hiring processes within the company, dealing with matters including writing adverts, reviewing CVs, interviewing and selecting candidates.
- Organised staff development training based on team gaps and requirements.
- Managed human resources and labour relations activities for organisation of 40 employees.
- Preparing payroll for the employees.
- Generated and distributed invoices to obtain fee payments.
- Processed and distributed incoming correspondence to relevant staff.
- Organised staff development training based on team gaps and requirements.
- Managed human resources and labour relations activities for organisation of 40 employees.
- Preparing payroll for the employees.
- Generated and distributed invoices to obtain fee payments.
- Processed and distributed incoming correspondence to relevant staff, facilitating team communication.
- Documented and shared weekly meeting minutes.
- Generated high-quality reports, documents and presentations.
- Dealt with confidential and sensitive data and appropriately maintained records.

November 2022 – September 2023

HR Assistant (Bader Saleh Auditing of Accounts) Dubai UAE.

- Organize and manage employee records.
- Assists in the recruitment process.
- Addressing employee questions or concerns related to HR policies during on boarding.
- Updating employee handbooks, Measure employee retention and turnover rates.

CERTIFICATIONS

- SAP – FICO

PERSONAL INFORMATION

Date of birth : 21/09/1997

Nationality : Indian

Marital Status : Married

VISA

Spouse Visa

LANGUAGES

- English:
- Malayalam:
- Hindi:
- Tamil

- Oversee daily operations of the HR department
- Implement effective sourcing, screening and interviewing techniques
- Assist in resolving employee conflicts.
- payroll and benefits administration ,Employee data management and reporting
- Compliance and legal requirements
- Confidentiality and data protection.

March 2022 - September 2022

HR Assistant (Offset Technical Services) | Dubai, UAE

- Assisting with day-to-day operations of the HR Department
- Maintaining detailed records of performance reviews and other personnel records
- Provides internal and external HR related enquiries and requests
- Preparing Minutes and reporting to the manager
- Maintaining Records of employees
- Measure employee retention and turnover rates.

August 2020 - July 2021

HR Executive (COKONET Technologies) | Kerala, India

- Understanding and executing staff requisition
- Manage employees' grievances
- Monitor HR department's budget
- Draft and update documents
- Implement effective sourcing, screening and interviewing techniques
- Measure employee retention and turnover rates
- Maintaining employee leaves, medical and attendance records
- Assisting HR Manager

August 2019 - October 2019

HR Internship Kerala Kaumudi

EDUCATION

2020

MBA | Human Resource Management and Finance
University of Kerala, Trivandrum, India
[Degree] Graduate

2018

Bachelor of Commerce | Co Operation
University of Kerala, Trivandrum, India

- Member of Student Union

2015

12th CBSE | Commerce
SSNSS School, Trivandrum, India