



ARAVINTH

HR ADMIN

CONTACT

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✉ hr.arvinyash@gmail.com
📍 Al karama, Dubai

Nationality: INDIAN

Passport Number: V2058509

DOB: 17/11/1998

Gender: Male

Visa Type: Visit visa

TECHNICAL SKILLS

- ♦ **Strategy ERP**
- ♦ **Hris**
- ♦ **Ms word,office**

EDUCATION

- ♦ **Master Of Business Administration**
(Anna university)
- ♦ **(Bachelor Of Arts)**
(Thiruvalluvar University)
- ♦ **Higher Secondary School**
(GHSS)

PERSONAL PROFILE

Exploring career progression opportunities with full of challenges in leading organizations, where I can utilize my professional skills and leadership qualities to make tangible contribution to the profitability of the organization and myself.

WORK EXPERIENCE

Ds Max Properties Pvt.Ltd

(2020-2021)-1.2yrs

- ❖ Provide administrative support for HR executives.
- ❖ Organize, compile, update company personnel records and documentation.
- ❖ Manage and update HR databases with different information such as new hires, terminations, sick leaves, warnings, vacation and days off
- ❖ Assist recruiters in posting job ads on careers pages and processing received resumes
- ❖ Immediate actioning on **e-mails from clients** and attending **client calls** in improvising the process.
- ❖ Administer joining and onboarding formalities.
- ❖ Ensure personnel files are updated; soft and hard forms.
- ❖ Maintain high Confidentiality of all HR-related information and records.
- ❖ Assist in managing confirmation letters of probationers, certificates, letters to document increments and bonuses.

PERSONAL SKILLS

Good interpersonal skills
Good communication skills
Time Management
Excellent attention to detail
Ability to multi-task

LANGUAGES KNOWN

English
Tamil

AREAS OF INTEREST

Admin Assistant
Sales & Marketing
Business knowledge
Mid-level jobs
Organization
Accounts Assistant

Academic projects

kauvery hospital Trichy

IMPACT OF HUMAN RESOURCES MANAGEMENT PRACTICES ON
EMPLOYEE PERFORMANCE AT KMC , INDIA
(An ISO 9001-2020 Certified Human
Resource Training Institute)

STRENGTHS , AWARDS & ACHIEVEMENTS

- ◆ Received Awards from Ds max as "**Top performer**" Of the year.
- ◆ Conducting Extra-curricular fun activity and active member in the team huddles.
- ◆ Able to grasp quickly, and adopt to new challenges.
- ◆ Dropping emails to clients, and frame the teams meetings at times.
- ◆ Positive, strong self-motivated and flexible attitude.
- ◆ Strong at administration, accounts and financial knowledge.
- ◆ Sharing knowledge to the team to improve the process, and work in-detail with accuracy , on-time with solution skills.

DECLARATION

I Hereby declare that the information furnished above is true and best of my Knowledge.