



HARISHMA HARIDAS

HR & Payroll Assistant

Experienced HR & Payroll Assistant with +06 years of professional working experience. Exposure lies in Payroll Processing, HR Operations and managing Employee Relations. Holding experience in driving end-to-end HR function and in organizational development, change management and business excellence.

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📍 Residential Address: Al Barsha Star, AL Barsha 1, P.O - 122002, Dubai, U.A.E

📅 04 July, 1994

🛂 Nationality: Indian | Marital Status: Married

🛂 Passport No.: U2774061 | Visa Status: Family Visa



PROFESSIONAL ATTRIBUTES

Payroll Processing

Payroll Management

Payroll Handling

HR Operations

Employee Relations

Data Integrity

Client Account Management

Employee Orientation and Induction

Talent Acquisition

Performance Management

Training & Development

Employee Records Management

Recruitment & Onboarding

Public Relations

Conflict Resolution

Analytical Skills

Attention-to-details

Technical Proficiency

Time Management



PROFILE SNAPSHOT

Seeking for relevant job opportunities as an HR & Payroll Assistant across U.A.E region. Easily adaptable towards the changing environments.

Holder of strong strategic, analytical & leadership skills -defining vision, strategy, road map and execute to success. Creating value, move with pace & intent, working with people and converting jobs into responsible roles.

Driving ongoing people development agenda, coordinating and implementing HR activities inclusive of Talent Management, Employee Life Cycle Management & manage overall Employee Relations across zone.

Accurate at processing payroll for the employees and maintaining the integrity of the data for seamless salary disbursement.

Focused towards attaining business objectives & foster a culture that values employee retention & robust career development. Ensuring superior Employee Experience by implementation of HR programs.

Multitasker with the wide ability to handle numerous tasks and increase the efficiency of the organization which includes imparting training to the new juniors and assisting the audit process.

Selected qualifications include outstanding problem-solving, analytical and decision-making skills with proven ability to conceptualize solutions to challenging situations and implement practical plans. Computer Proficient.

Impeccable at managing employee records and assuring adherence to the UAE labor laws. Embracing changes and fostering talent acquisition related activities.



FUNCTIONAL SKILLS

Communication

Critical Thinking

Leadership

Teamwork



FUNCTIONAL SKILLS

Effective customer service

Problem-solving



TECHNICAL SKILLS

HR

Grey HR, Zing HR, Zoho

Email

Salesforce, Outlook & Gmail.

MS-Office

MS-Word, MS-Excel, MS-Power Point



LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Malayalam

Full Professional Proficiency



PERMANENT ADDRESS

Sreehari ,P.O Eachur, Kannur
-670591, Kerala, India



WORK EXPERIENCE

Senior Payroll Executive

Teamlease Services Ltd.

2018 - 2024

Bangalore, Karnataka, India

Key Deliverables:

- **Senior Payroll Executive (2021-2024):** Actively maintained the payroll outsourcing process with proper client interaction and on-time payroll closure.
- Managed employee records on the database to maintain accuracy and updated information.
- Responded to enquiries and provided information regarding payroll-related matters. Created records for new starters and closed out files for terminated or resigned employees. Evaluated discrepancies and rectified payroll errors.
- **Payroll Executive (2018-2021):** Utilized payroll software to streamline processes for increased efficiency. Administered confidential payroll records, meticulously maintaining data integrity.
- Ensured on-time salary releases for the associates. Rendered administrative support to the audit and finance team.
- Provided proper process training and guidance to the new joiners. Built customer satisfaction with on-time closure of the monthly payroll and clearing the dues from the customer before the Financial Year closure.

Management Trainee

Safiya Trading Company

2017 - 2018

Kannur, Kerala, India

Key Deliverables:

- Provided assistance to the senior management for activities related to the employee payroll processing and orientation.
- **Increased company sales and drove promotional activities.** Addressed and interacted with the customers to clear their dues.



AWARDS

Best Employee of the Year (2021)

Teamlease Services Ltd.



EDUCATION

M.B.A - HR & Finance

Kannur University

2015 - 2017

B.Sc.

Kannur University

2012 - 2015