



Vijayalakshmi

HR Generalist | Talent Acquisition Partner | Compensation & Benefits | HR Coordinator | Sourcing Specialist | HR Operations | Vendor & Client Management | Attendance & Payroll Management | Recruiter

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📍 Dubai - UAE

Professional Summary

- Process oriented Qualified **B.E ,MBA – HR** Professional from Madras University in India Over **10 Years Experience** in Talent Acquisition, Performance Management, Compensation & Benefits, Account Management, Payroll and HR Operations.
- Responsible for (End to End Recruitment) Entire Recruitment Cycle, Requirement Gathering to on-Boarding for Middle East Region.
- Proficient in Microsoft Office applications including MS PowerPoint, Excel and Oracle based software (Taleo & Oracle HRMS).
- Extensive background in HR Domain in the areas of HR Generalist, Recruitment, Staffing, Employee Engagement, Compensation & Benefits and Onboarding.
- Worked with multiple clients RTA, Dubai Customs, DEWA, TAQA, Trakhees, Ministry of Education, Ministry of health, Dubai Municipality and ADNHC Compass.

Organizational Skills

- Analytical Skills
- Negotiation Skills
- Communication Skills
- Time Management
- Interpersonal Skills
- Presentation Skills

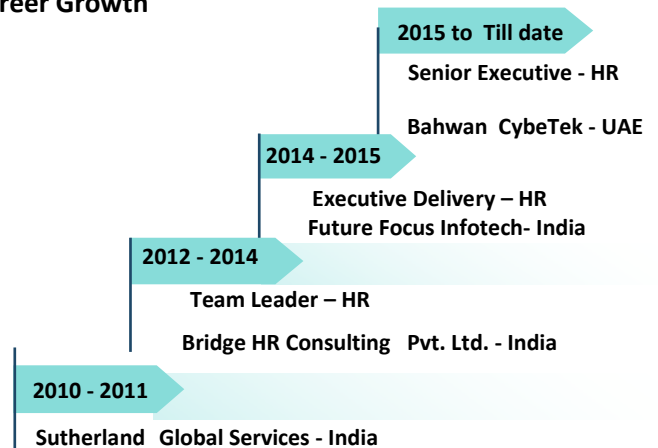
Academics

- **MBA - HR** in Madras University - India - 2013.
- **B.E - CSE** - VelTech Engineering College - India - 2010.

Signature Skills

MIS Reporting	Performance Management
Vendor Management	Client Management
HR Operations	Payroll Management
Compensation & Benefits	Recruitment
Attendance Management	Applicant Tracking System

Career Growth



Achievements

- **Aggressive Award & Best Recruiter Award** in 2012 with Bridge HR Pvt. Ltd.
- **Best Team Leader & Ms. Dynamic Award** in 2013 with Bridge HR Pvt. Ltd.
- **Best Recruiter Award** in 2014 with Future Focus Infotech.
- **Outstanding Service Award** in 2020 with Bahwan CyberteTek FZ LLC.

Focus Areas

Client Management:

- Involved in Account Management (Existing/New requirements).
- Client interaction on a regular basis for a better service.
- Client Visit on a regular basis.

Vendor Management:

- Involved in Vendor Management (Existing/New Vendors).
- Interaction with vendors on a regular basis for a better service.
- Weekly review meetings to close the positions within TAT.

Business Development:

- Actively involved with the business development team in acquiring new clients.
- Acquired a new requirement from an IT client based in middle-east.

Recruitment:

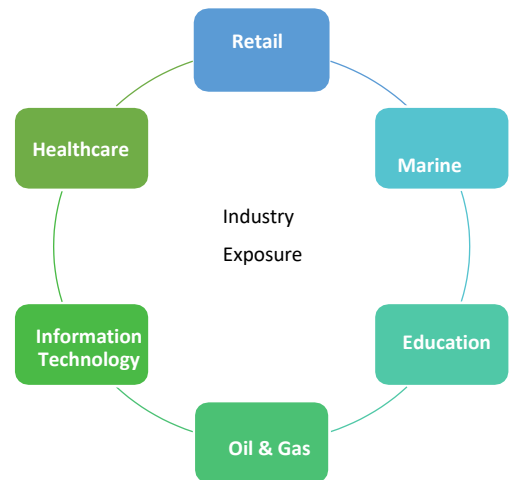
- Using all Sourcing Channels like Job portals, Job Posting in LinkedIn & Employee referral.
- Creating relationships with employees to attract and recruit talent from referrals.
- Maintain accurate and well-ordered documentation MIS of all candidates, searches, hiring managers interactions, and other recruiting activities.
- Screening and conducting HR interview for the candidates and ensuring the candidate are matching the requirement.
- Scheduling and coordinating interviews for the shortlisted candidate.
- Negotiating and releasing offer letter for the selected candidate.
- Applicant Tracking System (ATS): Performed and tracked on-boarding data entry into the recruitment software

HR Generalist:

- Managing and maintaining contracts, personnel files of the Employee.
- Responsible for detailed presentation for new employees to know the company, organization structure, milestones of the company, culture, policies, procedures, dos and don'ts, country's culture and accepted behavior.
- Responsible for creation of email address, laptops and ensure smooth on boarding of new joiners.
- Providing support in relation to the administration and processing Visa for employees.
- Initiating exit procedures for resigned employees and ensuring the handing over is completed as per the checklist.

Attendance Management:

- Manage employee attendance, leave administration in relation to human resource management system in an effective and efficient manner.
- HRMS system enhances the capability of the organization to manage attendance and increase productivity.
- System automatically import and process attendance data in a variety of formats
- Following up with the resources to submit the attendance sheet with the Managers Approval.



Experience

Bahwan CyberTek FZ LLC – UAE

Sep 2015 to Till Date

Senior Executive - HR - Middle East Region

- Assisting HRBP with HR related activities including reviewing and developing Group Policies and Procedures and providing advice in relation to employee performance, conduct and absence management.
- Responsible for (End to End Recruitment) Entire Recruitment Cycle, Sourcing to on-Boarding for Middle East Region.
- As SPOC, interaction with Stakeholders & Hiring Managers to understand their requirements get the proper JD & prepare Technical checklist, set the priority accordingly.
- Using the of internal databases and application tracking ERPs to close the position.
- Providing support in relation to the administration and processing Visa for employees.
- Manage employee attendance, leave administration in relation to human resource management system in an effective and efficient manner

Future Focus InfoTech - India

Apr 2014 to Sep 2015

Executive Delivery - HR

- Effective usage of job portals like Naukri and Monster for finding the right talent.
- Interacting and assessing a candidate on their both Technical and interpersonal skills.
- Responsible for preparing various documents such as Candidate summary, Company Tracker.
- Ensure timely and continuous follow up's for each candidate in terms of interview.
- Responsible for maintaining daily reports in order to increase the candidate database separately for various technical skills.

Bridge HR Consulting Pvt.Ltd - India

Feb 2012 to Feb 2014

Team Leader – HR

- Involved in end-to-end recruitments for various clients.
- In-depth assessment or analysis of client's requirement.
- Self involvement in preliminary telephonic interviews with candidates to ascertain their Competencies, skills and aspirations (position, salary, relocation aspects etc.)
- Scheduling the Interviews either with the Technical Panel or client.
- Client Coordination for interviews, feedback and selection list.
- Building strong long-term client & consultant relationships by providing timely cost effective recruitment solutions.

Sutherland Global Services - India

Oct 2010 to Sep 2011

Technical Support Executive

- Troubleshooting issues related to slow performance of the Computer.
- Troubleshooting Technical and network issues.
- Providing timely and accurate customer feedback.
- Talking customers through a series of actions to resolve a problem.
- Following up with clients to ensure the problem is resolved.



Personal Details

- **Date of Birth:** 08 August 1988
- **Nationality:** Indian
- **Visa Status:** Employment Visa
- **Languages Known:** English, Telugu & Tamil
- **Current Location:** Dubai – UAE.