

# NAYANA MANOHARAN

## HR/ADMINISTRATOR

## ABOUT ME

A dynamic, results-oriented professional with over 7 years of comprehensive experience in HR, Administration, and Branch Management across UAE and Bahrain. Proficient in recruitment, employee relations, administration, operations, and compliance with labor laws. Demonstrated ability to formulate and execute consistent approaches to professional activities. Led the development and implementation of policies fostering a positive work environment, enhanced employee performance, and boosted engagement and retention. Provided pivotal support to top management in on boarding and benefits administration as an HR Administrator.



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🌐 Dubai, UAE (Visit Visa)

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## PROFESSIONAL SKILLS

- Employee Relations Management
- Recruitment and On boarding
- HR Policy Development and Implementation
- Benefits Administration
- Payroll Processing and Management
- Administrative Support
- Communication Skills
- Attention to Detail
- Time Management and Prioritization
- Talent Management
- Succession Planning
- Strategic HR Planning
- HR Metrics and Analytics
- Diversity and Inclusion
- Documentation and Record - Management
- Labor Relations

## WORK EXPERIENCE

### HR CUM ADMINISTRATOR

American Global Consulting, Manama, Bahrain | Aug 2022 – Aug 2023

- Managed end-to-end recruitment process, including job postings, screening resumes, conducting interviews, and making hiring recommendations.
- Coordinated new hire orientations and facilitated onboarding processes to ensure smooth integration into the company culture.
- Addressed employee inquiries regarding company policies, benefits, and procedures, fostering positive employee relations.
- Assisted in resolving workplace conflicts and grievances through effective communication and conflict resolution strategies.
- Conducted exit interviews to gather feedback and identify areas for improvement in employee engagement and retention.
- Managed personnel records and ensured data accuracy in HRIS (Human Resources Information System) to support HR reporting and compliance requirements.
- Administered employee benefits programs, including health insurance, retirement plans, and wellness initiatives.
- Provided administrative support to executive team and department heads, including calendar management, travel arrangements, and expense reporting.
- Manage the entire visa application process for employees, including obtaining necessary documentation, completing forms, and liaising with government authorities.
- Process visa cancellations for departing employees in accordance with relevant regulations and company policies.

### BRANCH IN-CHARGE CUM HR ADMINISTRATOR

Brilliance Education W.L.L, Manama, Bahrain | Dec 2018 – May 2022

- Oversee all aspects of branch operations, ensuring efficiency and compliance with company policies and procedures.
- Manage recruitment processes, including sourcing, screening, and interviewing candidates to fill open positions.
- Coordinate onboarding activities for new hires, including orientation sessions and training programs.
- Coordinate the comprehensive visa application procedure for employees, encompassing document procurement, form completion, and communication with governmental entities.

## EDUCATION

**MASTER OF BUSINESS ADMINISTRATION  
(HR & FINANCE)**

Bharathiar University, Tamil Nadu,  
India  
2015

**BACHELOR OF BUSINESS ADMINISTRATION**

Kannur University, Kerala, India  
2013

**HIGHER SECONDARY**

Board of Higher Secondary Education,  
Kerala, India  
2010

**HIGH SCHOOL**

Board of Public Examination,  
Kerala, India  
2008

## LANGUAGES

English

Hindi

Tamil

Malayalam

## SOFTWARE PROFICIENCY

- MS Excel
- MS Word
- MS PowerPoint

## REFERENES

Reference: Available upon request

- Administer visa cancellations for departing employees in compliance with pertinent regulations and corporate protocols.
- Preparing and delivering NOCs, salary certificates, employment certificates, etc.
- Provide administrative support to various departments, including scheduling meetings, preparing reports, and maintaining office supplies.

**ADMINISTRATOR CUM HR**

Brilliantz Solution LLC, Dubai | Aug 2015 – Dec 2017

- Managed daily administrative tasks including scheduling, correspondence, and document management to ensure smooth office operations.
- Oversaw office procedures, including facilities management, vendor relations, and staff support, ensuring efficiency and compliance with company policies.
- Assisted in the recruitment process by sourcing candidates, scheduling interviews, and conducting initial screenings, utilizing ATS software for candidate tracking
- Handled a variety of HR tasks, including performance management, employee engagement initiatives, and policy enforcement, fostering a positive workplace culture.
- Executed specialized administrative tasks such as data analysis, report generation, and project coordination to support organizational objectives
- Managed HR documentation, including employee records, contracts, and compliance forms, ensuring accuracy and adherence to legal requirements.
- Facilitate the application process for various insurance policies, including health, life, and disability insurance.
- Assist employees in understanding their insurance benefits and provide guidance on utilizing coverage effectively.
- Coordinate travel arrangements for employees, and management including flight bookings, hotel reservations, and transportation arrangements.
- Preparing and delivering NOCs, salary certificates, employment certificates, etc

## ACHIEVEMENTS

- Best Employee award from Brilliantz Education W.L.L,Bahrain.
- Best Performer award from Brilliantz Solutions LLC, Dubai.
- First Prize for the Best Management Team at RVS College, Coimbatore.
- Second Prize for the Best Management Team at S. N. College, Kannur.

## DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

**NAYANA MANOHARAN**