

B SARANYA

ASSISTANT HR

To work in rapidly growing organization with a dynamic environment and achieve goal with my best efforts and to secure a challenging position in a reputable organization to expand my knowledge, learnings and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities.

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📍 TN, INDIA

🛂 Passport No : B4260837



PROFILE SNAPSHOT

- A Self motivated with a passion can handle new tasks and go beyond boundaries to perform and accomplish tasks. Active listener and exceptional communicator willing to understand conflicts and provide a positive resolution.
- Magnetic personality with the ability to develop rapport with individuals. Self-motivated and driven to perfection in handling tasks.
- Passionate, hard-working, striving for success in a competitive environment to help employees in adjusting to their new organization and making them feel motivated through the use of intrinsic and extrinsic tools.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism. Organizational skills and attention to detail. Proficient with Microsoft Office



WORK EXPERIENCE

ADMIN

Pressuretech Industry LLC-Sharjah-2024-Apr- Present

- Maintaining Time Sheet and OT sheet monthly.
- Maintaining documents of employees and Supplier files.
- Maintaining Petty cash.
- Maintaining Credit bills and Cash Bills and Uploading in Focus.
- Maintaining Cheques of customers.
- Ability to work in focus and CRM
- Maintaining cash receipt voucher

ASSISTANT HR

Parameshwari Exports Private Limited- 2022- Feb-2024

Achievements/Tasks

- Specialized in preparing monthly salary and weekly salary and maintain personal files of labours. Maintained employee data and kept updated accounts of all employment records.
- Supporting daily operation related to human resources department. Providing administrative support with payroll, calendars and meetings.
- Ability to maintain an organized employee database by collecting time and attendance records, and carefully organising paperwork associated existing and future employees.
- Supporting to maintain auditing reports monthly and weekly maintaining reports with updated records and organizing meetings

TRAINER

SARASWATHI TECHNICAL INSTITUTE -2019-2022

Achievements/Tasks

- Handling fees structure of students and giving training to students for exams both tamil and english
- Maintaining profit and loss of the month and taking CDA course for students
- Maintaining students record up to date, manage and maintain physical documents filling system
- Record meeting notes and minutes
- Conducting exams for students and giving training to complete a tasks within a given time period.

AREAS OF EXPERTISE

Administration

Cash management

Problem Solving

Auditing

Development

Accounting

Scheduling

Compensation

Quality Management

Pay Roll

Recruiting

Time Management

Record Management

• Handling Chemical Storage and Dies Storage area with updated records like MSDS and Letter of approval



TECHNICAL SKILLS

Type Writing

MS Office Applications

Windows Applications



EDUCATION

➤ Master of Computer Application
Tamil Nadu, India- 2017



PERSONAL DATA:

VISA STATUS: Visitors visa- Ex-24-08-2024



WORK EXPERIENCE

Global Partners Consultancy 2018-2019 ASSISTANT HR

Achievements/Tasks

- Receive telephone calls from the candidates and directing visitors. Sending emails and enquires and minutes.
- Managing general data entry and general office management. Create and update record for candidates.
- Update records with personnel, financial and other data.
Use to source the candidates according to clients expectation.
- Maintaining administration work and salary for staffs, interview scheduling, conducting meetings with clients
- Maintaining all accounts work
- Successfully handled administration tasks, ensuring organizational efficiency and adherence to established procedures.

ASSISTANT HR DELLA INFOTECH-2018-2019

Achievements/Tasks

- Use to source the candidates and schedule interview for them collecting their personal documents.
- Selecting relevant data that the client expects according to job description and explaining about description to the candidates.
- Explaining rules and regulation maintained in a company and type of agreements
- Handling confidential and sensitive employee information compliance.
- Performs other duties as assigned



CAREER COUNTER

➤ Admin

Pressuretech Industry LLC(2024- Apr- Present)

➤ Assistant HR

Parameshwari Exports Private limited(2022-2024-Feb)

➤ Trainer

Saraswathi technical institute(2019-2022)

➤ Assistant HR

Global Partners Consultancy(2018-2019)

➤ Assistant HR

Della infotech(2017-2018)



SOFT SKILLS

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Communication

Teamwork

Leadership

Adaptability

Problem-Solving

Organization

Decision Making

Time Management

Listening

Relationship

Multitasking



LANGUAGES



English



Tamil