



ARSHA S NATH

CONTACT INFO

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VISA STATUS -SPOUSE VISA, DOB – 17-NOV-1992

PROFESSIONAL SUMMARY

Organized administrative professional with hands on experience supporting business areas such as accounting, database management and human resources. Collaborative team player with strong communication, decision making and time management abilities. Highly experienced, organised and detail- oriented admin and HR professional with experience providing executive level support. Skilled in developing and maintaining efficient office operations and streamlining admin processes. Possesses excellent organisational, communication and multitasking skills. Proven ability to work independently and collaboratively in a fast – paced environment to exceed expectations.

WORK EXPERIENCE

May 2022 – October 2023

ADMIN EXECUTIVE – Novo plus Technical Services Contracting LLC, Dubai

- Administered digital filing systems, keeping records of projects. Managing calendar, scheduling meetings.
- Completed daily billing, collections and reporting duties. Preparations of Quotations, LPOs and Invoices.
- Managing client communication by answering through mails. Maintaining sensitive files and information.

June 2017-February 2019

HR CUM ADMIN ASSISTANT - Ismail Mohd Ismail trading LLC, Dubai

- Assist HR manager with recruitment coordination with reviewing up Application per vacancy, scheduling meetings, assisting in selection process, Assisting in Onboarding process after selection procedure.
- Assisting in creating employee contract, various agreements, interview invitation, offer letter, appointment letter, Memos, Reliving letter, Cancellation letters.
- Updating records of Employee status, personal information's, Agreement term changes in system and manual.
- Performed Administrative tasks. Handling Postage and shipping related to HR.
- Handling monthly payroll documentation for contracted employees.

June 2016-April 2017

HR CUM CUSTOMER CARE COORDINATOR- Sutherland Global Services, India

- Training customer care employees to maintain positive image and reputation of the company.
- Updating employee information stored in CRM.
- Tracking attendance, maintaining leave records, PF records, Issuing various letters.
- Reviewing of CV's for quality assurance purposes prior to forwarding them on hiring teams.
- Conducting various training programs for employees for polishing them for better performance.

November 2014- May 2016

HR CUM ADMIN – London College of Business and Finance, India

- Scheduling interviews, maintain master calendar, managing CRM system.
- Preparing offer letter, Appointment letter, reliving letter. Certificates for students.
- Managing registration process for University.

INTERNSHIPS

- DLF CONSTRUCTION COMPANY, INDIA- TRAINING FOR HR ASSISTANT
- PNB METLIFE INSURANCE COMPANY, INDIA – TRAINEE AS INSURANCE COORDINATOR
- GEOGITH PARIBAS share marketing company, INDIA – TRAINEE AS CUSTOMER SERVICE AGENT

EDUCATION

- BA HONS IN BUSINESS ADMINISTRATION - LONDON COLLEGE OF BUSINESS AND FINANCE, INDIA -2014
- MBA, HR –SURESH GYAN VIHAR UNIVERSITY, INDIA -2025

LANGUAGES

* ENGLISH * MALAYALAM * HINDI * TAMIL

