

# Bhavatharani Sambandam

## HR Assistant / Office Admin

Experienced professional with 2.5 years in front office administration and 1 year in HR assistant roles. Skilled in front desk management, recruitment support, payroll handling, and employee record maintenance. Strong organizational and communication skills, committed to enhancing operational efficiency and maintaining confidentiality.



bhavatharani.sa@gmail.com



+971 56 568 9093



Sharjah, United Arab Emirates



## WORK EXPERIENCE

### HR Assistant Hexaware Technologies

04/2023 - 04/2024

Chennai, Tamilnadu

#### Achievements/Tasks

- Managed and assisted in recruitment processes while facilitating seamless onboarding for new hires.
- Provide general administrative support to the HR department, including filing documents, organizing HR-related events, and maintaining HR-related systems and databases.
- Established effective communication channels between management level positions and employees, resulting in an increase in employee engagement.
- Contributed to the implementation of new innovative HR practices.

### Administrative / Front Office Assistant Autolinks Private Limited.

12/2021 - 03/2023

Trichy, Tamilnadu

#### Achievements/Tasks

- Organized and maintained key documents (reports, inventory, safety, employee records) for accuracy.
- Managed schedules and coordinated meetings, production, and maintenance activities.
- Acted as liaison between departments, management, and external stakeholders to ensure effective communication.
- Facilitated procurement by preparing orders, tracking deliveries, and managing inventory.
- Ensured health and safety compliance, managed documentation, organized training & supported protocols.
- Assist & Support HR manager for recruitment, training, records management, payroll processing.
- Managed front desk operations by greeting visitors, answering calls, addressing inquiries, and ensuring compliance with security protocols.
- Facilitated interdepartmental communication by relaying messages and requests.



## EDUCATION

### Bachelor of Business Administration Bharathidasan University, Trichy, Tamilnadu (2021)

### Master's of Business Administration (HRM) Bharathidasan University, Trichy, Tamilnadu (2023)



## SKILLS

Employee Relations & Engagement

Leadership & Team Collaboration

Training and Development

Data Analysis and Reporting

Records Management and Payroll Processing

Problem Solving



## PERSONAL PROJECTS

### A STUDY ON PERFORMANCE APPRAISAL

- PG(MBA) Program - Depth Study and Analysis of conducted on the effectiveness of performance appraisal.

### A STUDY ON SELECTION AND RECRUITMENT

- UG Program -Conducted an depth study over on the selection and recruitment process



## LANGUAGES

Tamil

Native or Bilingual Proficiency

English

Full Professional Proficiency

Hindi

Professional Working Proficiency



## INTERESTS

Professional Basket ball Player

Events Organising