



SREESUDHIN M V

HR ASSISTANT & ADMIN



MALE



+971545518198



08/08/1994



sreesudhin@gmail.com



DEIRA, DUBAI, POSTAL CODE-47814

Passport No- V2142891



Dedicated HR Assistant with a passion for fostering a positive workplace culture and optimising HR operations. Seeking to leverage my strong organisational skills, attention to detail, and excellent communication abilities to support the HR team in recruiting, employee relations, and administrative tasks.

AREA OF EXPERTISE

Recruitment and Onboarding Support

Employee Records Management

Multi Tasking

HR Policies and Procedures

Data Entry and Reporting

Employee Relations

Organisational Communication

Timekeeping and Attendance Tracking

HR Software and Systems- Administrative Support

Work History

TATA MOTORS - Kerala, HR ASSISTANT & ADMIN

09/2020 - 07/2023

- Assist in the recruitment and onboarding process, including job posting, resume screening, scheduling interviews, and conducting new hire orientations.
- Maintain accurate and up-to-date employee records, ensuring compliance with company policies and legal requirements.
- Coordinate employee benefits programs and assist employees with inquiries related to benefits, leave, and other HR policies.
- Assist in organising and coordinating training and development programs for employees.

CERTIFICATION&AWARDS

2022: HR SPECIALIST CERTIFICATION
ISSUED BY KVR TATA.

2023: INDUSTRIAL HEALTH AND
SAFETY CERTIFICATION ISSUED BY
GOVT OF KERALA, Dept of Factories
and boilers.

Technical skills

Computer:

Word, Excel, PowerPoint, Spss,

development programs for employees.

- Prepare and distribute internal communications, including announcements, memos, and policy updates.
- Support HR managers in handling employee relations matters, including conflict resolution and disciplinary actions.
- Assist in payroll processing and ensure accurate and timely payment of employees.
- Following Labour law.
- Participate in special projects and initiatives to enhance HR processes and employee engagement.
- Stay informed about industry trends and best practices to contribute to the continuous improvement of HR practices within the automobile sector.

SULFEX MATRESS INDIA Pvt Ltd, HR TRAINEE

06/2019 - 07/ 2019

- Support HR managers and specialists in the development and implementation of HR policies and procedures. This includes researching best practices, drafting policies, and ensuring that they are aligned with the company's overall goals.
- Provide administrative support to the HR team. This includes tasks such as managing employee records, scheduling interviews, and preparing onboarding materials.
- Assist with the recruitment process. This includes sourcing candidates, screening resumes, and conducting interviews.
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- Manage employee relations. This includes resolving employee complaints, conducting performance reviews, and handling disciplinary issues.
- Administer employee benefits. This includes understanding the company's benefits package, enrolling employees in benefits, and answering employee questions about benefits.

My G Digital, WAREHOUSE ASSISTANT

08/2013 - 02/2015

- **PACKING AND LABELLING:**Carefully and accurately packing electronic gadgets items according to established guidelines and quality standards.Applying appropriate labels, barcodes, and price tags to products.

INVENTORY MANAGEMENT:Assisting in receiving and inspecting incoming shipments of gadgets and fashion products.Conducting regular stock checks and maintaining accurate inventory records.Monitoring stock levels and notifying management when reordering is necessary.

Quality Control:Conducting visual inspections of products to ensure they meet quality standards.Identifying and reporting

Chatgpt, Essl

LANGUAGES:

English,Hindi,Malayalam,Tamil

Visa status:

Visit visa,

Interests

Volunteer work, travelling, Event planning, fitness activities,Listening music

PERSONAL SKILLS

- Strong interpersonal skills for effective communication with employees and management.
- Exceptional organisational abilities to manage multiple tasks and deadlines.
- Attention to detail in maintaining accurate records and documents.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Excellent problem-solving skills to address employee concerns and resolve issues.
- Adaptability to handle changing priorities and work in a dynamic environment.
- Strong teamwork and collaboration skills to contribute to a positive work culture.
- Empathy and active listening to understand employee needs and provide support.
- Time management skills to efficiently prioritise tasks and meet deadlines.

DECLARATION

I here by declare that the information furnished above is true to best of my knowledge and belief.

ensure they meet quality standards. Identifying and reporting any damaged or defective items. Participating in quality assurance activities, such as product testing and sampling

.Order Fulfillments:Assisting in picking and packing customer orders accurately and efficiently.Collaborating with the shipping team to ensure timely order dispatch.Verifying order accuracy and completeness before shipping.

Warehouse Organization and Cleanliness:Maintaining a clean, organised, and safe work environment.

Education

SRINIVAS UNIVERSITY,MANGALORE,KARNATAKA, MBA in HR and Marketing

SEPTEMBER2018 - AUGUST 2020

Specialisation in Human resource Management and Marketing Management
CGPA:7 FIRST CLASS

Activities

NATIONAL CADET CORPS,INDIAN ARMY, CORPORAL

2008 - 2014

Participated in rigorous training modules and gained proficiency in military skills such as drill, map reading, first aid, and fieldcraft.

Developed leadership qualities and discipline through roles as a team leader and camp leader.

Volunteered in community service projects, thereby improving interpersonal skills and fostering a spirit of social responsibility.

Engaged in adventurous pursuits and sporting activities, enhancing my resilience, physical fitness, and team coordination abilities.

Attended annual training camps focused on survival techniques, enhancing my ability to stay calm under pressure and my problem-solving skills. - Achieved B grade in C certificate examination demonstrating commitment and competency in NCC activities.