



D. Heston Robins Varma

HR Executive

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With a hands-on track record in the HR domain spanning over 4 years, I excel at orchestrating staff attendance management, nurturing employee relations, and keeping detailed employee files. In my tenure at Nayatex Garments, my contributions have been instrumental in streamlining HR operations, including the timely and accurate preparation of payroll data. I've also assisted in the development of comprehensive inventory and production reports that meet the exacting standards of management. My role involves steering ERP and MRP processes that optimize stock management, done in close collaboration with the Warehouse Manager. My administrative duties in HR are meticulous, particularly when it comes to maintaining attendance and leave records. My expertise extends to data retrieval, especially from the publishing sector, and offering top-notch online customer support to resolve international issues. My proactive approach to HR includes sourcing the right candidates and developing tailored training programs for effective recruitment. In essence, I offer a balanced blend of technical acumen and interpersonal skills.

SKILLS

HR Operations Payroll Management Recruitment Management Administrative Support Staff Attendance
Inventory Management Document Verification Employee Relations Communications Compliance Management
Logistics Coordination Risk Management Strategic Planning Database Management Production Reporting
Customer Support Customer Support Team Leadership Vendor Management Workflow Management

WORK EXPERIENCE

HR Assistant and Logistics Coordinator Nayatex Garments Mfg. LLC

05/2018 - 09/2022

Dubai, UAE

Achievements/Tasks

- Spearheaded the meticulous tracking of staff attendance, ensuring total compliance with company policies and regulations.
- Diligently compiled and presented workforce data to management, aiding in precise payroll calculations.
- Orchestrated transportation logistics for staff, streamlining both professional and personal travel requirements.
- Skillfully managed the entire employee resignation process, including documentation and workflow cancellations.
- Furnished indispensable clerical support to the HR department, thus enhancing operational efficiency.
- Took the lead in resolving any HR-related issues or grievances raised by employees, maintaining a harmonious workplace.
- Ensured the accuracy and up-to-date status of all employee records, adhering to stringent compliance standards.
- Collaborated with warehouse and plant teams to cross-verify key shipment documents, ensuring zero discrepancies.
- Regularly developed and submitted comprehensive quarterly and half-yearly inventory reports to senior management.

HR Executive eGIANTS

05/2015 - 12/2016

Chennai, India

Achievements/Tasks

- Managed daily staff attendance with a keen eye for detail, contributing to a reliable payroll process.
- Extracted valuable information about high-ranking staff from targeted publishing firms for prospective business ventures.
- Proactively initiated conversations with potential clients, focusing on discovering new publishing projects and opportunities.
- Computed accurate leave details from attendance records, facilitating an error-free payroll and HR management system.
- Organized and led training sessions tailored to the specific needs of new recruits, preparing them for successful interviews.
- Conducted rigorous follow-ups post interviews, ensuring a smooth transition from candidate to employee.
- Established and maintained a robust database of candidates, serving as a valuable asset for future recruitment needs.
- Developed and implemented effective recruitment strategies, resulting in higher employee retention rates.

WORK EXPERIENCE

Service Consultant
Sutherland Global Services (Pvt) Ltd

09/2012 - 03/2014

Chennai, India

Achievements/Tasks

- Provided top-notch online customer support, predominantly for international clients, particularly those based in the US.
- Successfully resolved a variety of customer queries related to online orders and purchases, enhancing customer satisfaction.
- Actively managed and executed customer requests for product replacements, refunds, and alterations in delivery methods.
- Worked closely with the logistics team to ensure seamless product deliveries, avoiding delays and enhancing satisfaction.
- Collaborated with product managers to stay updated on product features, thereby providing accurate information.
- Maintained high levels of professionalism and empathy while interacting with customers, fostering brand loyalty.
- Conducted periodic reviews of customer feedback to identify areas of improvement in the service delivery process.

HR Recruiter
Orion Edutech (Pvt) Ltd

03/2010 - 06/2012

Chennai, India

Achievements/Tasks

- Expertly sourced candidate profiles from multiple job portals; designed and delivered targeted training modules for candidates; conducted meticulous follow-ups with candidates post-interview; demonstrated a high level of attention to detail in record-keeping, ensuring all candidate information was meticulously organized.
- Administered a comprehensive database of selected candidates, offering a readily accessible resource.
- Spearheaded initiatives for improving the recruitment process, resulting in increased efficiency and candidate satisfaction.
- Reviewed and revised job descriptions to attract the right talent, reducing the time spent on unsuitable candidates.
- Utilized advanced tracking systems to monitor the status of various candidates throughout the recruitment process.

EDUCATION

PG Diploma in Industrial Relations & Personnel Management, Alagappa University (2023)
Diploma in Office Automation (2010)
Master of Business Administration, Annamalai University (2009)
PG Diploma in Public Relations, Annamalai University (2009)
Bachelor of Commerce, St. Xavier’s College (2007)

TECHNICAL SKILLS

Microsoft Office (Word, Excel, PowerPoint & Outlook)

HRIS Systems

ERP Software

MRP Software

PERSONAL DETAILS

Date of Birth 30 - 10 - 1986
Visa Status Visit Visa

Nationality Indian

LANGUAGES

English ● ● ● ● ●
Tamil ● ● ● ● ●

Hindi ● ● ● ● ●
Malayalam ● ● ● ● ●

REFERENCES

Available upon request.