



# MEGHA P.S

To be an expert professional in the leading corporate of Hi-tech environment, contributing to growth of the organization through my ability and hard work.

## Experience



**TRIANZE TRADING L.L.C | DUBAI , UAE**

**OCT 2022- TILL NOW**

### HR CUM ADMINISTRATOR

- Develop and maintain an HR system, and manage reports in the area that concern payroll.
- New employee orientation.
- Employee Visa, Emirates ID, labor card, and insurance follow-up.
- Recruitment and onboarding process.
- Personnel data maintenance, managing HR documents, and updating internal databases.
- Assist the payroll department by providing relevant employee information like leaves of absence, sick days, and work schedules.
- Coordination of export-import, their documentation and regular follow ups of Trianze Trading LLC, one of the sister companies.
- Recording purchase and sales entries of Trianze Trading LLC and coordinating with the Accounts Department for cash/cheque collection.



**PRAKAT SOLUTION | BANGALORE ,INDIA**

**DEC 2020 -SEP 2022**

### HR RECRUITER AND VENDOR MANAGER

- Sourced candidates from various job portals based on the company's requirements.
- Screened the candidate's resume.
- Arranged telephonic rounds and also arranged interviews for selected candidates. Handled on-boarding process.
- Expertise in Intuit Quickbook.
- Maintained Attendance and Database.
- Handling vendors and correlating with them to fulfill the requirement for staff augmentation.
- Synchronizing with the delivery leads regarding the requirement.
- Setting up the meetings with vendors for weekly review. Capable of building a strong team to ensure quality delivery and to reach targets effectively.
- Collecting BGV details from candidates and uploading documents in the BGV portal.

### ASSOCIATE BD

- Researching and qualifying potential client companies
- Analyzing, differentiating and converting clients from hot prospects.
- Responsible for calling prospective clients and setting up the meetings with the Business operational head.
- Coordinating with the sales manager for lead generation and research.
- Handling Linked In for lead generation and research through sales navigation.
- Organizing the events to developing the leads and also in participating in different events for generating leads

## Declaration

I hereby declare that the information furnished above are true and correct to the best of my knowledge and belief.

**MEGHA P.S**

## Contact



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**Sharjah , UAE**



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## Education

**2020**

**MASTER IN BUSINESS ADMINISTRATION  
KTU UNIVERSITY ,KERALA ,INDIA**

**2018**

**GRADUATION IN CHEMISTRY  
CALICULT UNIVERSITY ,KERALA ,INDIA**

## Certification

- Diploma in Computer Application
- Fundamentals of Digital Marketing

## Language

- English (Fully professional proficiency)
- Hindi (Limited working proficiency)
- Malayalam (Native language)

## Skill

- Interpersonal and communication skills
- Flexible and amiable personality
- Leadership skills
- Customer Service
- Teamwork
- Decision Making