



Pratheepa Parameshwaran

Professional summary

An experienced Branch Manager, boasting a solid four-year background as an HR assistant and a year as an assistant Branch Manager. A Successful manager equipped to plan, lead, and optimize operations for a changing landscape. Accomplished in delivering above-expected results while streamlining operations. Ambitious to affect change and bring results in a new environment. I bring an infectious enthusiasm and a steadfast determination to my role, coupled with innovative skills that have consistently contributed to my proven success in fostering positive rapport with employees, clients, and management alike. My strong communication abilities have been pivotal in collaborating effectively with team members and management, ensuring an optimal working environment for all staff.

Work history

SHRETA LAB TECH - HR Assistant and Administration

Coimbatore, Tamil Nadu

03/2019 - 11/2022

- Facilitated efficient operations by overseeing administrative department functions and supporting company leadership
- Enhanced visitor experience by providing warm greetings and directing individuals to relevant personnel
- Streamlined office efficiency through proficient handling of tasks including filing, mail distribution, email correspondence, phone communications, and data entry
- Optimized scheduling by coordinating calendars for various parties, ensuring conflict-free arrangements
- Contributed to HR operations by assisting with daily tasks and providing administrative support to HR executives.
- Completed new joiner onboarding documentation and reference checks.
- Coordinated staff meetings, booking appropriate spaces, and communicating invites.
- Recorded completed staff training for reflection in performance and salary reviews.
- Kept physical and electronic personnel files regularly updated for accurate records.
- Aided employee retention by setting up enhanced training schemes.

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📍 Abu Dhabi, United Arab Emirates

in <https://www.linkedin.com/in/pratheepa-parameshwara>

Skills

- Fast Learner
- Communication Skills
- Team Management
- Ability to Multitask
- Teamwork
- Multilingual
- Strategic planning
- Calm under pressure

Education

01/2012

KG GIRLS HR SEC SCHOOL

Coimbatore,

High School Diploma: Science (Biology & Maths)

01/2015

KG COLLAGE OF ARTS AND SCIENCE

Coimbatore

Bachelor's degree: Computer Application

2018

BHARATHIAR UNIVERSITY

Coimbatore

Master of Business

Administration : Export Management

YAMAHA - Branch manager

Coimbatore, Tamil Nadu

01/2023 - 08/2024

- Directed day-to-day work of employees and motivated teams to exceed objectives.
- Identified and resolved operational issues impacting productivity, performance, and profitability.
- Recruited and managed senior staff with a focus on delivering clear results.
- Worked flexible hours, covering nights, weekends, and bank holidays.
- Offered friendly, efficient customer service and handled challenging situations with ease.
- Identified new customer segments and target audiences to expand reach.
- Supported front-line sales teams with well-coordinated administrative operations.
- Oversaw planning and execution of targeted sales and marketing strategies.
- Delivered appropriate Products depending on customer demands.
- Supervised and evaluated employee performance, providing construction feedback and identifying staff talent.

Languages

ENGLISH

Fluent

TAMIL

Proficient (C2)

MALAYALAM

Fluent

KANNADA

Proficient (C2)

Hobbies and interest

- Travel
- Crossword Puzzle
- Reading

References

Dinesh Kumar- Managing Director of Yamaha Group
+91 98422 25694 / rathinamyamaha@gmail.com

Santhosh - Division Manager of Shreta Lab Tech
+91 99445 18325

Personal Details

Date of Birth: 27/08/1993

Nationality: India

Marital Status: Single

Visa Status: Visit Visa