

RESUME



VALLARASU VELUBHARATHI

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Address

Sharjah, UAE

CAREER OBJECTIVE

Versatile HR Assistant with expertise in HR and marketing management. Proficient in HRIS software, payroll systems, and onboarding. Skilled in recruitment, employee records, benefits administration, and marketing campaigns. Strong communicator with a track record of enhancing HR efficiency and driving brand engagement. Committed to compliance and fostering a positive workplace culture.

SKILLS

- Data analysis
- Data management
- Time management
- Hiring process
- Process model
- Staffing
- Microsoft Office
- Strategic planning
- Office management
- Business requirements
- Decision making
- Strong problem solving
- Critical-thinking
- Team collaboration
- Excellent communication
- Customer Relation
- Quality Assurance
- Record keeping

LANGUAGES

English

Tamil

Malayalam

EXPERIENCE

HR Intern

May 2024 - July 2024

Delta Weartech Engineer's(P)LTD

- Supported HR processes, including recruitment, onboarding, and employee relations, enhancing overall HR efficiency, Coordinated training and development initiatives, promoting continuous learning
- Managed employee records in HRIS, ensuring accuracy and compliance with company policies and employment laws, fostering a positive and engaging workplace culture.
- Assisted in administering payroll and benefits programs, resolving employee inquiries and issues promptly.
- Collaborated with the marketing team on campaign planning and execution, contributing to content creation and social media management.

Intern

Aug 2023 - Sep 2023

Ganges International PVT.LTD

- Analysis: Implemented a comprehensive financial analysis methodology, scrutinizing income, balance, and cash flow statements to gauge company performance accurately, enabling data-driven insights for strategic financial decision-making processes.
- Risk Management: Assisted in identifying and assessing financial risks, such as market risk, credit risk, and liquidity risk, and learned how to develop strategies to mitigate these risks effectively.

EDUCATION

Master Of Business Administration,
Human resources and marketing management
Anna University, 8.10/10.00

2022 - 2024

Bachelor Of Business Administration,
Thiruvalluvar University, 7.60/10.00

2019 - 2022

PROJECT

Customer relationship management. Executed data-driven CRM strategies using Salesforce and Microsoft Dynamics, enhancing customer experience and streamlining operations. Led customization efforts, increasing customer retention by 30 percent and lead conversion by 25 percent. Utilized tools like Excel, Tableau, Power BI, Microsoft Project, Zoom, and SQL for data analysis, project management, and customer engagement.

CERTIFICATION

- Digital Marketing and E-commerce - Coursera
- Data Analytics Essentials - Cisco