






# SNEHA S NAIR

HUMAN RESOURCE ADMINISTRATIVE OFFICER

Dubai, United Arab Emirates

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## CAREER OBJECTIVE

As a Human Resource Administrative Officer by effectively managing recruitment, employee relations, and HR operations while contributing to organizational success. Additionally, aspiring to leverage strategic planning and sales acumen as a Business Development Manager to drive revenue growth and foster business expansion. Committed to continuous learning and professional development for career advancement and personal growth.

## EDUCATION

- M G UNIVERSITY- INDIA  
**MBA (HR & Finance)- 2019**
- M G UNIVERSITY- INDIA  
**BBA - 2017**

## TECHNICAL SKILLS

- Excel
- ERP Using SAP
- Tally ERP 9

## PERSONAL STRENGTHS

- Self discipline
- Leadership Patience
- Research
- Risk assessment

## ➤ EXPERIENCE

### HUMAN RESOURCE ADMINISTRATIVE OFFICER

ZYBO TECH LAB

01-March-2023 TO 01-Mar-2024

My key responsibilities include:

- Oversee day-to-day office operations, including managing office supplies, facilities, and equipment to ensure a smooth workflow.
- Provide administrative support to the management team and staff, including scheduling meetings, managing calendars, and handling correspondence.
- Maintain and organize company documents, records, and files both electronically and physically, ensuring confidentiality and accessibility.
- Assist with HR functions such as recruitment coordination, employee onboarding, and maintaining employee records.
- Coordinate with vendors and suppliers for IT-related services and supplies, negotiating contracts and ensuring timely delivery.
- Arrange travel accommodations and itineraries for employees, including flights, accommodations, and transportation as needed.
- Assist in planning and organizing company events, meetings, and conferences, including venue booking, catering arrangements, and logistics coordination.
- Assist in managing departmental budgets, tracking expenses, and processing invoices and reimbursements in a timely manner.
- Assist in implementing company policies and procedures, ensuring employees' adherence and compliance with organizational guidelines.

### Business Development Executive

FOCALOID TECHNOLOGIES PVT. LTD

1-Oct-2022 TO 28-Feb-2023

As Business Development Executive:

- I develop relationships in new territories and increase sales by contacting potential clients.
- Attending networking activities to research and connect with prospective clients.

## PERSONAL PROFILE

- Date of Birth : 07/10/1996
- Nationality : Indian

## LANGUAGES

- English - Advanced
- Malayalam - Fluent
- Tamil -Intermediate
- Hindi- Intermediate

## REFERENCE

### **Divya Rajan**

Focaloid Technologies

Senior BDE

+918281843609

### **Nithin Xavier**

Zybo Tech Lab

CEO

+91 7403246667

- Maintaining meaningful relationships with existing clients to ensure that they are retained.
- Reviewing clients' feedback and implementing necessary
- Crafting business proposals and research and identify new market opportunities.
- Suggesting upgrades or added products and services that may be of interest to clients.

### ***Jr.Business development Executive***

#### **BRANDXT DIGITAL MARKETING**

16-Nov-2020 TO 30-Sep-2021

- Duties included both new business development and client management of both direct mail and direct response marketing communications/collateral materials.
- Main focus, as a Digital Marketing Agency is to provide strategic planning & measurable marketing to compete in the market.
- Lead collection, database management, Follow-ups, Invoice and proposal crafting.

### ***Customer Support Executive***

#### **SOLID ENGINEERING**

4-May-2017 TO 31-October-2020

- Overseeing client accounts and serving as the primary point of contact for their needs.
- Facilitating account openings, closures, and modifications in accordance with company policies.
- Conducting regular account reviews to identify opportunities for upselling or cross-selling additional services.



## PROJECTS

- A STUDY ON FINANCIAL STATEMENT ANALYSIS ON MILMA DAIRY TRCMPU LTD
- EFFECTIVENESS OF WELFARE MEASURES IN VIBASH COIMBATORE SURGICALS PVT. LTD



## ACHIEVEMENTS & AWARDS

- PARTICIPATED IN "BUDGET 2016" SEMINAR IN CARMEL ENGINEERING COLLEGE