



SREELAKSHMI CS

HR Professional | Finance Assistant | Sales Coordinator | Purchase

+971 503189874 |

lakshmisanker96@gmail.com

| Dubai-UAE

PROFESSIONAL SUMMARY

Detail-oriented HR Assistant with excellent communication skills and proficiency in Excel and Outlook, Skilled in providing support to financial teams in fast paced- environments. I am a self-motivated and result oriented MBA HR looking for an opportunity in the field of human resource to grow my skills and knowledge, which can further lead to the growth of the organisation.

KEY SKILLS

Human Resource | Recruitment & Onboarding | Finance Management | Purchase & Negotiation

Sales Coordination and Team Management | Payroll & Compensation | Strong time-management skills

WORK EXPERIENCE

HR ASSISTANT

(DEC 2021 - APRIL 2024)

MYPHARMA LABORATORIES. KERALA - INDIA
(Sector : Pharmaceutical Organisation)

- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Coordinate HR projects (meetings, training, surveys etc) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Communicate with public services when necessary
- Properly handle complaints and grievance procedures
- Coordinate communication with candidates and schedule interviews
- Conduct initial orientation to newly hired employees
- Assist our recruiters to source candidates and update our database

OFFICE ASSISTANT

(OCT 2019 - OCT 2020)

VISWA SAMSKRITHA PRATHISHTAN. KERALA- INDIA
(Sector : Education Institution)

- Documented human resources records and maintained confidentiality of sensitive personal information.
- Maintained office supplies, distributed mail and processed invoices for payment.
- Administered compensation, benefits and performance management systems at direction of supervisor.
- Organized new employee orientation schedules for new hires.
- Screened applicant resumes and coordinated both phone and in-person interviews. Posted positions through approved recruitment channels.
- Coordinated and set up meeting materials, presentations and audiovisual systems.
- Delivered friendly assistance with new hires throughout interviewing and hiring process.
- Filed paperwork, sorted and delivered mail and maintained office organization.

ULTIMATE BUILDERS AND DEVELOPERS.
(Sector : Real Estate)

KERALA - INDIA

- Collaborate with Financial Managers and other team members to successfully execute various accounting tasks.
- Maintain company ledgers and daily financial transactions.
- Create financial documents such as bills, invoices, pay-orders, payables, receivables and purchase orders.
- Identify discrepancies in ledgers and accounts, tracking them to the source and correcting them.
- Manage payroll activities and release salaries.
- Coordinate and manage payment and billing details of external service providers, contractors and vendors.
- Verify payments and deposits made through the company account and coordinate with the bank.
- Create daily reports for management and team members.
- Managing files.
- Coordinate with Management team.

EDUCATION AND CERTIFICATION

☆MASTER OF BUSINESS ADMINISTRATION (MBA)
University Institute of Management

March 2019

☆BACHELOR OF ARTS IN ECONOMICS (BA)
Mahatma Gandhi University (M.G University)

March 2017

☆HIGHER SECONDARY SCHOOL (PLUS TWO)
Higher Secondary Education Board (HSE)

March 2014

KEY RESPONSIBILITIES HANDLED

Office Management:

Coordinate office supply inventory, liaise with vendors, and manage procurement of office necessities.

Front Desk Support:

Manage incoming calls, greet visitors, and handle general inquiries with professionalism.

Administration Support:

Assist in scheduling appointments, organizing meetings, booking travel and accommodations, and assisting with events.

External Communication:

Handle inquiries from external parties and direct them accordingly. Assist with communication on behalf of management when needed.

Event Coordination:

Support the organization and execution of company events and meetings.

Documentation:

Maintain accurate records of office expenditures, service contracts, and supplier agreements and data entry wherever is required.

HR Support:

Provide logistical support for HR activities including setting up for new hire orientations and assisting with the physical setup for training sessions, employee management such as leaves and expenses.

ADDITIONAL INFORMATION

Passport Number: Y5801801

Gender : Female

Date of Birth: 3 October 1996

Nationality: Indian

Languages Known: English,Hindi,Malayalam,Tamil,

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

SREELAKSHMI C S