



# VAISHAKAN.V

## HR PROFESSIONAL

Constructive and dedicated professional with two years of experience in human resource management. Equipped with a solid commitment to providing high-quality support to the management for the consistent growth and development of company goals.

### CONTACT

+971 54 506 6132

mail2reeko@gmail.com

Flat No: 105, France Cluster  
Q-10, International City,  
Dubai

### SKILLS

- Recruiting
- Payroll Administration
- Compensation and Benefit Management
- Onboarding
- MS Office
- Data Analysis
- HRIS software (Sap HR - Darwinbox)
- Emotional Intelligence
- Collaboration
- Problem-Solving
- Strong Communication

### EDUCATION

#### MASTER DEGREE

##### MSW - HUMAN RESOURCE MANAGEMENT

Hindusthan College of arts and  
Science, Coimbatore-India  
2019-2021

#### BACHELOR DEGREE

##### ENGLISH LITERATURE

Madurai Institute of Social Work,  
Madurai-India  
2016-2019

## EXPERIENCE

### HR ASSISTANT

Feb 2023 - Present

Mobicon Event Management, Al Barsha - Dubai

- Assisted with new hiring, screening and conducting background check of the candidates.
- Managing payroll record for each employees according to their earning.
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Assisting with day to day operations of the HR functions and duties

### HR EXECUTIVE

Jan 2022 - Jan 2023

Akshaya Raising and Textile Manufacturer. Erode- India

- Oversaw the 360 recruitment, hiring, and onboarding process by performing background checks, conducting interviews, issuing employment contracts, and facilitating orientation.
- Effectively maintaining payroll, compensation and benefits administration and HRIS functions using software to ensure in sync with enrollment and changes during the transition.
- Assisted the HR Manager in accomplishing various human-resource-related activities like counselling, benefits explanation, and performance management.

## LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

## HOBBIES

- Football
- Travel
- Reading Books
- Photography
- Listening Music

## PASSPORT DETAILS

PASSPORT NUMBER V6B22964  
EXPIRY DATE 01 - MAR - 2032

## HR ASSISTANT

Matt Hotels & Resorts, Kochi-India

Apr 2021 - Jan 2022

- Schedule interviews for candidates, and assist new employees with onboarding, training, and orientation.
- Create and manage employment records related to career events such as hiring, termination, leave, transfer, and promotion using HRIS software.
- Conduct a thorough investigation of complaints brought forward by employees and maintained a solid relationship with employees which helps in retention.

## PERSONAL INFORMATION

NAME	VAISHAKAN V
FATHERS NAME	VAITHIANATHAN K
DATE OF BIRTH	10 - JAN - 1997
GENDER	MALE
MARITAL STATUS	SINGLE
NATIONALITY	INDIAN

## DECLARATION

I hereby declare that the above given details are to true to my knowledge.

DATE

PLACE: DUBAI

VAISHAKAN V