



## CONTACT



Hor Al Anz, Dubai.



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Visa type: Visting visa

## SKILLS

- Communication skills
- Interpersonal skills
- Leadership skills
- Time management
- Critical thinking
- Good at Microsoft office (Excel, word)
- Good at Tally and SAP

## QUALITIES

- Adaptability
- Team Work
- Decision Making
- Reliability and punctuality
- Attention to detail

## LANGUAGES

- English(excellent)
- Tamil (excellent)

# VASANTH G

## CAREER SUMMARY

Accomplished and detail-oriented professional with extensive experience in Human Resources, Supply chain management, customer service & store keeper. Renowned for a strategic mindset, adaptability, and a results-driven approach to achieving organizational objectives. Skilled at managing complex responsibilities, maintaining high standards, and consistently delivering measurable outcomes. Committed to professional growth and fostering excellence in dynamic environments.

## EDUCATION

**MASTER OF ARTS IN  
HUMAN RESOURCE  
MANAGEMENT (2023)**

**BACHELOR OF  
COMMERCE (2021)**

## WORK EXPERIENCE

**2023 - 2024**

**LAKSHMI LIFE SCIENCES  
HUMAN RESOURCE ASSISTANT**

- Assisted HR Manager in implementing diversity and inclusion initiatives.
- Delivered friendly assistance with new hires throughout interviewing and hiring processes.
- Updated records with employee status, personal information and agreement term changes.
- Calculated and recorded monthly staff salaries, PF, ESI and contractor payments.
- Coordinated employee exit interviews and paperwork.
- Maintained time office records like tracking employee timings, managing leave records, reporting of worked hours for payroll processing.
- Worked with other departments to resolve issues related to employee time records.

**2020 - 2021**

**SUN BUSINESS SOLUTIONS  
CUSTOMER SERVICE EXECUTIVE**

- Improved customer satisfaction by addressing and resolving complaints swiftly.
- Managed difficult situations for positive outcomes.
- Handled high volume calls whilst maintaining professionalism and composure.
- Documented all phone interactions for record keeping and quality control purposes.
- Provided technical support for customer issues, demonstrating problem-solving skills.
- Offered detailed product and service advice based on customer needs.

**2019 - 2020**

**RELIANCE MART  
STOREKEEPER**

- Monitor stock levels and place orders to replenish inventory as needed.
- Coordinate with vendors and logistics team for timely delivers.
- Managed in daily store operations including store receipt and dispatch.
- Maintained GIN (Gate inward) and GOUT (Gate outward) records.