

CURRICULUM VITAE



VIJAYALAKSHMI

Indian, Single

Address: Dubai, UAE

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Visiting Visa UAE

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DOB: 28th June 1991

To pursue a challenging position in a progressing and dynamic organization that allows me to apply and enhance my knowledge and recognize my contribution to the growth of organization.

CORE COMPETENCIES INCLUDE

**Organized and Detailed oriented
Collaboration**

**Flexibility
Planning and Organizing**

**Initiative
Office Management**

PROFESSIONAL EXPERIENCE:

VIVA Super Market

(BR OF VIVA PREMIERE INVESTMENT L.L.C)

CASHIER

(December 2020 to December 2022)

- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change or tickets.
- Redeem stamps and coupons.
- Cross-sell products and introduce new ones.

Al Daran Electromechanical Trading LLC, Sharjah

HR Admin Assistant

(October 2018 to January 2020)

KEY RESPONSIBILITIES:

- Forming and maintaining the employee documents in office.
- Maintenance of official documents like Memorandum of Association, Power of Attorneys, Trade Licenses of the company, etc.
- Coordinate with PRO for documents of employees like contracts, emirates IDs, Labour card, etc.



- Liaise with operations for any employees violations.
- Preparation of official letters such as offer letters, warning letters, etc.
- Maintain records of every employee like vacation leaves, sick leaves, etc.
- Prepare the monthly attendance for all employees and then coordinate with finance for further processing. Providing the relevant employee information i.e., holidays, sick leave taken etc.
- Posting Job vacancies on the job portal and short listing the candidates and forwarding the same to the General Manager for further screening.
- Being the point of contact for employees or any HR related queries



CSC Computer Software College - Chengalpattu, India

Admin Officer

(March 2016 to September 2018)

KEY RESPONSIBILITIES:

- Handled the responsibilities of preparing reports and documents for Staffs
- Handled the tasks of preparing various presentations for the candidates
- Assist production staff on their day to day activities.
- Provide documents needed for candidates and staffs within division.
- Controlling all outgoing documents via external transmittal and maintain the register by updating the list of documents and date of submission.
- Ensure the proper receipt of incoming documents from various departments and maintain the register by updating the list of documents project wise and date of receipt.
- Preparation of meeting schedules and follows up.
- Preparation of internal production schedules and updates.
- Coordination with HR, Admin, Project departments on day to day basis.
- Preparing work progress graphs and reports in excel and word.
- Incoming and outgoing department email responsibilities



Apollo Computer Education Ltd - Chengalpattu, India

Admin Officer

(May 2012 to Feb 2016)

KEY RESPONSIBILITIES:

- Welcome and greet clients and office guests
- Support office staff and executives with clerical tasks
- Plan and schedule meetings, presentations, other office-related events, and travel arrangements; send reminders regarding upcoming appointments
- Answer phones in a professional manner and direct calls to appropriate persons or take detailed messages
- Type out paper and electronic correspondence and prepare outgoing mail and packages for executives
- Help prepare presentation materials
- Monitor and maintain office equipment and supplies; request repair or restocking when necessary
- Ensure office is kept clean and organized at all times

HR-Assistant

(July 2011 to April 2012)

KEY RESPONSIBILITIES:

- Arranging & conducting Interviews/Initial screening the candidates/ helping in recruitment processes.
- Prepare and submit all relevant HR letters/ documents/ certificates as per the requirement of employees in consultation with the management
- Ensured that all notices / Circulars and legal letters are issued on their respected time.
- Arranged training and development material on various topics and arranging workshops.
- Formulating, modifying and evaluating performance of the employees.
- Maintaining the staff training details
- Maintaining HR Meeting Notes
- Arranging conferences and functions.

SUMMARY OF SKILLS:

- Excellent written and verbal communication skills with capacity to deal with culture diversity and Communicate effectively with people of different ages and background in workplace.
- Strategic thinker and strong decision making, problem solving skills.
- Ability to work in fully computerized environment (MS- Office advance).
- Positive attitude towards work and ability to set up trust.
- Confident and determined with excellent Negotiation, communication and presentation skills.
- Ability to cope up with different situations.
- Goal oriented: results achiever, Meeting deadlines.

EDUCATION

<u>Particular</u>	<u>Name of the Institution</u>	<u>Passing Year</u>
Diploma of Electrical and Electronics Engineering (D.E.E.E)	AdhiParasakthi College Melmaruvathur, India	June 2010
SSLC	State Board of School Examination, Tamilnadu, India	May 2007

DECLARATION

I hereby declare that the information given above is true to the best of my knowledge and belief

Yours Sincerely

(Vijayalakshmi. M.)