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ABHIRAMI V S

HR Executive | 2 Years Experience



PROFESSIONAL SUMMARY

HR Professional with 2+ years of experience in recruitment, HR operations, employee lifecycle management, onboarding, and HR administration. Proficient in HRMS, payroll systems, MS Office, and Google Workspace, with strong communication, organizational, and interpersonal skills. Committed to supporting efficient HR operations and contributing to organizational success.

KEY SKILLS

End-to-End Recruitment Process

Training and Development

Onboarding and Offboarding

Orientation and Induction

Payroll | Attendance Management

HR Analytics | HR Reporting

Performance Management (KPIs & HR Metrics)

Employee Engagement and Welfare

HR Documentation | HR Correspondence

UAE | Indian Labour Law

Event | Travel Management

WORK EXPERIENCE

HR Executive

Jobs & Talks, Kerala, India

(Mar 2024 - Jun 2026)

DUTIES & RESPONSIBILITIES

- Managed the full-cycle recruitment process, including sourcing, resume screening, interview coordination, offer management, and onboarding, successfully closing positions across multiple business functions.
- Developed and maintained a strong talent pipeline through job portals, social media, employee referrals, and internal databases while partnering with hiring managers to reduce time-to-hire and improve recruitment efficiency.
- Coordinated end-to-end onboarding and offboarding for 100+ employees, including offer letter preparation, documentation, induction, employee orientation, exit interviews, full and final settlement coordination, and maintaining accurate employee records.
- Processed payroll inputs, attendance, leave management, overtime records, and HR data for 50+ employees, ensuring timely payroll processing and compliance with company policies and statutory regulations.
- Maintained HRIS databases, employee personnel files, employment contracts, HR documentation, and confidential employee records with a high level of accuracy, data integrity, and confidentiality.
- Administered employee lifecycle activities, including joining formalities, probation confirmation, transfers, promotions, employee documentation, and separation processes.
- Planned and executed employee engagement programs, wellness initiatives, recognition activities, HR events, and Diversity, Equity, Inclusion & Belonging (DEIB) initiatives to enhance employee satisfaction and workplace culture.

- Supported the performance management process by coordinating appraisal cycles, KPI/KRA tracking, Performance Improvement Plans (PIP), Training Needs Analysis (TNA), learning & development initiatives, and employee performance documentation.
- Ensured compliance with UAE Labour Law, company HR policies, employment regulations, and statutory requirements by maintaining accurate HR records, documentation, and audit-ready employee files.
- Assisted in employee relations by resolving employee queries, supporting grievance handling, facilitating conflict resolution, and promoting a positive employee experience while maintaining strong stakeholder relationships.
- Collaborated cross-functionally with department managers, finance, and leadership teams to support workforce planning, recruitment strategies, HR operations, and organizational objectives.
- Prepared HR reports and recruitment dashboards, monitored key recruitment and HR metrics, and provided data-driven insights to support management decision-making.

EDUCATION

- Master Diploma in International Human Resource Management and Administration, IGMET
- Masters of Computer Applications, Calicut University

PROFESSIONAL CERTIFICATIONS

- SAP S/4 HANA – HCM (Human Capital Management)
- POSH Certificate - Keka Academy
- Business Correspondence - HP Life
- Naukri Maestro Recruit - Naukri
- PDCFA and Software Testing

TECHNICAL SKILLS

- SAP- HCM | GreytHR | Zoho People | Zoho Payroll
- Microsoft Office Tools (Word, Advanced Excel, Powerpoint)
- Google Workspace | MS Outlook
- Email Management

PROFESSIONAL STRENGTHS

- Effective Communication | Organizational Skills
- Time Management | Adaptability
- Problem Solving | Team Collaboration
- Confidentiality and Integrity

ADDITIONAL INFORMATION

- **Date of Birth:** 15-06-2001
- **Nationality:** Indian
- **Marital Status:** Married
- **Languages:** English | Hindi | Malayalam
- **Visa Status:** Visit Visa
- **Availability:** Immediate

REFERENCES

References available upon request