

Arundathi Mahakumbura

Human Resources
and Admin officer



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📞 +971 585844788

📍 Dubai

PROFILE

Experienced HR and Administrative Officer with a successful background in Dubai's construction and commercial brokerage sectors. Specialized in recruitment coordination, employee record management, and data protection compliance. Adept at crafting tailored HR solutions while maintaining confidentiality. Strong skills in client relations, customer service, and administrative support. Proficient in CRM software, Microsoft Office, and time management. Seeking to enhance organizational efficiency and employee satisfaction in a dynamic setting.

🧠 SKILLS

- Recruitment coordination
- Employee record management
- Policy writing
- Data protection compliance
- Customer Service
- Reception Management
- Administrative Support
- Microsoft office Suite
- CRM Software
- Event Coordination
- Reporting and Analytics

🌐 LANGUAGES

English

Tamil

Hindi

💼 PROFESSIONAL EXPERIENCE

HR and Administrative officer Zermilam Construction Solutions

10/2024 – Present | Dubai , United Arab Emirates

- Organized documentation for recruitment and onboarding procedures.
- Managed employee records, ensuring confidentiality and compliance with data protection regulations.
- Supported managers with ad-hoc administration and queries.
- Maintained strict confidentiality of digital and physical records.
- Arranged meetings and appointments using calendar management system.

Relationship Officer

JBP Commercial Brokers

12/2022 – 10/2024 | Dubai , United Arab Emirates

- Engaged with clients through various channels, including face-to-face meetings, telephone calls, and digital communication.
- Assisted sales team with cold calling and following up on leads.
- Assessed customer risk in line with banking policy.
- Oversaw daily activities of direct reports, maximizing overall team productivity.

Senior Admin Executive

International College and Business Technology

09/2021 – 10/2022 | Kandy , Srilanka

- Monitored operations to keep processes aligned with targets and matching forecasts.
- Formed and sustained strategic relationships with clients.
- Analyzed performance metrics to evaluate and improve organizational effectiveness, driving a culture of excellence.
- Conducted comprehensive market analysis to identify emerging trends, informing data-driven decision-making processes.

Operations Manager

Feelceylon international PVT ,LTD

08/2018 – 08/2021 | Colombo , Srilanka

- Directed staff recruitment and training, building a highly skilled and motivated operations team.
- Oversaw quality control processes, maintaining high standards for all products and services.
- Managed organizational resources to meet administrative and operational needs whilst adhering to budgetary guidelines and meeting quality and schedule demands.

Operations Manager

Greenlion Srilanka (Non Profitable Organization Merged with UK))

02/2018 – 07/2018 | Kandy , Srilanka

Assistant Accountant

Nethvin Printers

10/2012 – 02/2014 | Kandy , Srilanka

🎓 EDUCATION

BA. Economics And Scientific Management - 2nd class upper division

Rajarata University

2014 – 2018 | Srilanka

Certificate in Human Resources Management - Merit pass

Institute Of Personal Management

2014 – 2015 | Srilanka

Computer Operations

Ministry Of Science and Technology

2009 – 2010 | Srilanka

🔗 REFERENCES

Reference available upon request