

Dini K Devadas

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Job Objective

I would like to associate myself with an organization, which provides me the right opportunity to explore my skills to the expectation of the company as well gain growth and newer milestones.

Summary of skills

- ✓ Dynamic & result oriented professional with cross-functional experience of **four plus years** in **Human Resource, Office Administration, Operations, Vendor Management, Business Development and Store Management**
- ✓ Experience of working with **BUSY**, an integrated business accounting software
- ✓ Functional knowledge of ERP

Core Competencies:

Office Administration ♦ Human Resource ♦ Operations ♦ Vendor Management ♦ Business Development

Experience summary:

Organization	Period	Designation
Sagara Realtors Pvt Ltd	Feb 2020 to till date	HR & Admin Manager
Midzone Technologies	August 2019 to January 2020	HR Manager
SarDe Traffic Infra Private Limited	June 2017 to January 2019	Administration Executive and HR
SarDe	April 2015 to May 2017	Office Administrator

Academic summary:

- ✓ **Master of Business Administration (HR) - 2010**
MG University
- ✓ **Bachelor of Arts (Economics) - 2008**
Calicut University

Organisational Experience:

Sagara Realtors Pvt Ltd, Trivandrum **Feb 2020 to till date**

- ✓ Recruitment and Selection
- ✓ Compensation and Benefits
- ✓ Compliance and Record Keeping
- ✓ Training and Development
- ✓ Attendance & Leave Management
- ✓ Framing & Revision of Policies
- ✓ Performance Appraisal
- ✓ Maintaining work culture
- ✓ Employee relations
- ✓ Working with accounting and management team to set budgets, monitor spending, and processing payroll and other expenses.
- ✓ Exit Interviews
- ✓ Planning, scheduling, and promoting office events, including meetings, conferences
- ✓ Supervising day to activities & facility Management

Midzone Technologies, Trivandrum**Aug 2019 to Jan 2020**

- ✓ **Recruitment:** Creation of JD in consultation with delivery/operations team, online job posting, shortlisting of candidates & conducting interviews
- ✓ **Induction:** Completing joining formalities including issuance of offer/appointment letters and issuance of IT/Non-assets, Conducting and facilitating induction for new joiners
- ✓ **HR Policy:** Development of HR policies including Employee Handbook
- ✓ **HR Documentation:** Maintain employee database
- ✓ **Induction:** Conducting and facilitating induction for new joiners
- ✓ **Training:** Giving training on products and internal processes to new joiners from Business Development team
- ✓ **Payroll related:** Attendance and leave management
- ✓ **Managing exit process**
- ✓ Finance document management with accounts team
- ✓ Vendor management & facility management
- ✓ Co-ordination with external consultant for conversion of firm from partnership to limited company and compliance with regulatory requirements

SarDe Traffic Infra Private Limited, Trivandrum**June 2017 to January 2019**

Administration Executive and HR activities performed:

- HR duties
 - ✓ Creating and revising job descriptions
 - ✓ Recruitment and selection
 - ✓ Preparing offer letter, completing joining formalities and documentation
 - ✓ Preparing employee database and record keeping
 - ✓ Tracking attendance, maintaining leave records, PF records etc.
 - ✓ Assist in payroll processing
 - ✓ Developing personnel policies, maintaining and updating policy manuals
 - ✓ Single point of contact for all HR queries
 - ✓ Act as contact between employees and management
- Office Administration
 - ✓ Point of contact between management and clients/vendors
 - ✓ Drafting letters and preparing progress reports as and when required.
 - ✓ Arrange meetings and appointments
 - ✓ Monitor office supplies and housekeeping
 - ✓ Organizing / File Maintenance
- Business development
 - ✓ Giving quotes for Products and Works
 - ✓ Prepare tender response documents and respond to tenders by doing physical submission or online submissions
- Works Coordination / Operations
 - ✓ Coordinating with project site supervisors and consolidating status reports for various projects
 - ✓ Track and ensure that require stock is available at the work site
 - ✓ Make transport arrangement for transfer of stock to work sites
 - ✓ Coordinate with in-house manufacturing unit as per stock requirements at store/site and requirement based on new work orders
 - ✓ Follow up with clients
- Vendor Management
 - ✓ Taking quotes and negotiating price with various vendors
 - ✓ Creating purchase order

- ✓ Raising Invoice for products and works
- ✓ Preparing e-declaration and transaction slip/E way Bill
- ✓ Interstate purchase
- ✓ Order tracking
- ✓ Follow up with suppliers
- Store Management
 - ✓ Stock Updation
 - ✓ Stock transfer to work sites
 - ✓ Preparing delivery note and ensuring that acknowledgement note is collected from site supervisors

Language Skills:

Language	Reading	Speaking	Writing
English	Good	Good	Good
Malayalam	Good	Good	Good

References: Available On Request