



# ARCHANA V V

HR & Administrative Executive

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Dubai, UAE

## PROFESSIONAL EDUCATION

### Master of Business Administration (HR & Marketing)

Visvesvaraya Technological University  
Mangalore, India  
2021 - 2023

### Bachelor of Commerce (B.Com)

Kannur University, Kerala, India  
2019 - 2021

## CORE COMPETENCIES

- Talent Acquisition
- Recruitment Lifecycle Management
- Payroll & Attendance Management
- Employee Onboarding
- HR Operations
- Performance Management Support
- HR Policies & Compliance
- Interview Coordination
- Office Administration & Support
- Meeting & Event Coordination
- Team Collaboration
- HR Documentation

## KEY SKILLS

- MS Office (Word, Excel, PowerPoint)
- Canva for HR Design
- Google Sheet
- Time Management
- Interpersonal Skills
- Public Relations
- Problem Solving
- Conflict Resolution
- Document Handling & Filing
- Effective Communication

## PERSONAL DETAILS

- Date of Birth: 30 October 2000
- Marital Status: Single
- Passport No: AB220612
- Nationality: Indian
- Visa Status: Visit Visa

## LANGUAGES

- English - Full Proficiency
- Hindi - Full Proficiency
- Malayalam - Native Proficiency

## PROFESSIONAL SUMMARY

Human Resources professional with experience in talent acquisition, employee onboarding, and HR operations. Skilled in managing the end-to-end recruitment process, including candidate sourcing, screening, and interview coordination. Proficient in handling HR documentation, maintaining HR records, and ensuring compliance with HR policies and procedures. Holds an MBA in HR and Marketing, with strong communication and administrative skills. Seeking an opportunity in the UAE to support effective human capital management and contribute to organizational development.

## WORK EXPERIENCE

### EXYNOS SOLUTIONS, KERALA, INDIA HR & ADMINISTRATIVE EXECUTIVE

2024 - 2025

- Managed end-to-end recruitment cycle, including sourcing, screening, interviewing, and onboarding of candidates across multiple domains..
- Assisted in payroll processing, leave management, and attendance tracking.
- Collaborated with hiring managers to define roles, assess staffing needs, and develop aligned sourcing strategies.
- Utilized job portals (Naukri, Indeed) and social media platforms (LinkedIn) to attract top talent and reduce time-to-hire.
- Conducted interview scheduling, candidate assessments & maintained HR documentation in compliance with internal policies and standards.
- Supported performance appraisal process and employee engagement initiatives..
- Supported administrative functions including scheduling meetings, handling correspondence, and managing office supplies.
- Support daily office operations and ensured smooth administrative workflow.
- Drafted HR letters (offer, confirmation, relieving) and maintained HR files.

### GENZ EDUCATE WINS – BANGALORE, INDIA BUSINESS DEVELOPMENT EXECUTIVE (INTERNSHIP)

2023

- Engaged in lead generation, candidate outreach, and client engagement within the education and career development sector.
- Worked closely with the internal HR team to understand staffing needs and assist in talent pipeline development.
- Created marketing content using Canva and contributed to company branding initiatives on LinkedIn.
- Supported the client onboarding process, conducted follow-ups, and enhanced customer relationships to build long-term partnerships.

## DECLARATION

I confirm the above information is accurate and believe my HR experience and adaptability make me well-suited for roles in the UAE.

DUBAI, UAE

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