

Vignesh Esakkiraj - MBA-HR, CHRP.

HR/ADMIN ASSISTANT

Mobile: +971 569389226 | Location: Dubai, UAE.

Email: vignesh_esakkiraj@outlook.com

With Dubai Valid Driving License



ABOUT

HR/Admin Assistant with over 3 years of experience managing employee relations, benefits, and payroll. Committed to leveraging my passion for human resources to ensure smooth departmental operations and deliver maximum value to the organization. A highly motivated and results-oriented professional with exceptional communication and leadership skills

WORK EXPERIENCE

HR/ADMIN ASSISTANT

OCT 2023 – Present

Shuaiba Industrial Company, JAFZA, Dubai (UAE)

HR Duties & Responsibilities:

- Prepare monthly payroll.
- Accurately calculate and process leave salary, gratuity, overtime, incentives, and deductions.
- Assist in the recruitment process, including sourcing candidates, screening resumes, and scheduling interviews.
- Coordinate the onboarding process for new hires, including paperwork and orientation.
- Provide support to employees with inquiries related to HR policies, procedures, and benefits.
- Assist with employee relations issues, including conflict resolution and performance management.
- Act as the primary point of contact for employees' concerns.
- Manage attendance, including punch-in/out and working hours calculations.
- Ensure compliance with UAE labour laws and company policies in implementing HR forms, processes, and procedures.
- Maintain accurate and confidential personal files and employment records for all staff members.
- Support in resolving employee grievances and fostering a positive work environment.
- Handle medical insurance issuance/deletion and coordinate with the insurance provider.
- Facilitate new employee onboarding and assist with training programs.
- Manage the HRMS system database.
- Maintain confidentiality and handle sensitive information with discretion.

Administrative Duties & Responsibilities:

- Renewal of Contracts and Agreements (AMC)
- Providing Administrative Support to all departments as needed
- Company Vehicle Registration Renewal and Vehicle Maintenance
- Preparation of Gate Passes for Visitors

DUBAI TRADE Portal Tasks:

- Trade License Renewal
- New Visa Processing
- Visa Renewal and Cancellation
- Company Establishment Card Renewal
- Contract Amendments
- Updating Employee Passports (for new passports)
- JAZFA Plot and Accommodation Lease Renewal, etc.

Aseela Garments Trading LLC, Business Bay, Dubai (UAE)**HR Tasks:**

- Prepare salaries accurately and in a timely manner.
- Manage employee time and attendance systems effectively.
- Maintain employee records, including personal information and leave records.
- Source potential candidates through various online channels.
- Screen resumes, coordinate communication with candidates, and schedule interviews.

Admin Tasks:

- Provide administrative support to the team as needed.
- Generate purchase orders and coordinate with suppliers to arrange material collections.
- Negotiate price reductions with vendors and maintain inventory records.
- Cover the reception desk when required, respond to emails, and handle telephone and face-to-face inquiries.
- Order office supplies and research new deals and suppliers.
- Handle vehicle registration, insurance renewals, accident claims and vehicle maintenance.
- Manage sensitive information with confidentiality.
- Develop and maintain a filing system for efficient record-keeping.
- Answer and direct phone calls promptly.
- Resolve administrative issues and provide solutions.
- Greet and assist visitors to the office.
- Organize and schedule appointments for the team.

EDUCATION**MASTER OF BUSINESS ADMINISTRATION (M.B.A) IN HR & FINANCE- 2021**

KV Institute of Management and Information Studies, Anna University.
Coimbatore, Tamilnadu, India.

BACHELOR OF BUSINESS ADMINISTRATION (B.B.A) - 2019

Bharath College of Science and Management, Bharathidasan University, Thanjavur, Tamilnadu, India.

CERTIFICATION & WORKSHOP

Certified Human Resource Professional - CHRP, Trained by Blue Ocean Training & Consultancy (Dubai, UAE)
American Certification Institute.

Attended UAE Labor Law Workshop at Blue Ocean Training & Consultancy (Dubai, UAE)

SKILLS

- Proficiency in MS Office (Excel, Word, Outlook)
- Attention to details and problem solving
- Strong organizational skills with the ability to multi-task
- Excellent written and verbal communication
- Ability to handle sensitive, confidential information

TECHNICAL SKILL

- MS Office
- Excel
- Tally ERP
- Payroll System
- HRMS System

LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

PERSONAL DETAILS

Name - Vignesh Esakki Raj

DOB - 15-06-1999

Nationality - Indian

Marital Status - Single

Visa Status - Employment Visa