

GAUTHAM BALASUBRAHMANIAN

Dubai, UAE | +971 56 133 5215 | cb.gautham619@gmail.com |

LinkedIn: [linkedin.com/in/gautham-balasubrahmanian-53a62136](https://www.linkedin.com/in/gautham-balasubrahmanian-53a62136)

PROFESSIONAL SUMMARY

Results-driven Executive Assistant & HR Professional with 12+ years of experience supporting senior leadership, managing end-to-end HR functions, and optimizing administrative operations in healthcare, finance, and education sectors. Skilled in streamlining workflows, enhancing employee engagement, and ensuring compliance with HR policies.

KEY SKILLS

Executive Support, HR Administration, Payroll Processing, Recruitment, Calendar & Travel Management, Onboarding/Offboarding, Office Management, Time Management, Client Relations, Compliance, ERP Software, MIS Reporting, Insurance Approvals, Team Leadership

PROFESSIONAL EXPERIENCE

Customer Service Associate | Aster DM Healthcare, Dubai, UAE

Jul 2021 – Jun 2023

- Coordinated insurance, billing, and operations, improving patient service efficiency.
- Liaised with multiple departments to minimise claim rejections and ensure policy compliance.
- Managed MIS reports, revenue tracking, and financial collections in collaboration with finance teams.
- Oversaw marketing events and branch-level financial activities, including petty cash and expenses.

Senior Office Assistant - HR | Vidya International Charitable Trust, Kerala, India

Dec 2014 – Feb 2021

- Managed WPS payroll for five entities, ensuring timely and accurate salary disbursement.
- Conducted recruitment processes including ad placement, resume screening, and interview coordination.
- Executed onboarding, attendance tracking, leave management, and HRIS updates.
- Acted as Executive Assistant to Directors, scheduling meetings and preparing reports.
- Handled insurance negotiations and claims, maintaining cost-effective employee coverage.

Junior Assistant | Manappuram Finance Ltd, Kerala, India

Nov 2013 – Aug 2014

- Performed cash transactions and delivered front-line customer service.
- Appraised customer-submitted gold for authenticity and quality assurance.

Administrator | Goodwin Group, Maharashtra, India

Apr 2013 – Sep 2013

- Identified branch locations and managed complete setup from documentation to recruitment.

Customer Service Executive | Tata Consultancy Services (CMC Ltd), Kerala, India

Oct 2011 – Apr 2013

- Verified and processed passport applications, handled fee collections, and coordinated operations.

EDUCATION

MBA – Human Resources Management | The Oxford College of Business Management, Bangalore | 2011

B.Com – Cooperation | Sree Narayana College, Nattika | 2008

CERTIFICATIONS

Certified International Shipping & Freight Forwarding Professional (IISFF), March 2009

TECHNICAL PROFICIENCY

MS Office, ERP Software, Internet & Email

LANGUAGES KNOWN

English, Hindi, Malayalam (Mother Tongue)

DRIVING LICENSE DETAILS

UAE License No – 4312176 Expiry Date – 05/10/2029