



RAKUL M.S

Phone: +971 562387915 | **Email:** rakulms777@gmail.com | **Location:** Dubai, UAE

PROFILE SUMMARY

Experienced HR Coordinator with proven expertise in employee onboarding, recruitment, HR documentation, performance management, and training coordination. Skilled in employee engagement, HR compliance, reporting, and process improvement, with strong communication and analytical skills honed through prior legal experience as a Junior Advocate. Adept at supporting cross-functional teams and ensuring smooth, efficient HR operations. Proactive in implementing HR initiatives that enhance productivity, streamline processes, and improve employee satisfaction.

WORK EXPERIENCE

Office-cum-Admin Executive / Cashier

Maruthi Suzuki. Private limited | INDIA SEP 2023 TO OCT 2025 |

- Handled daily cash, card, UPI, and cheque transactions with accuracy
- Generated bills, invoices, and receipts using Maruti DMS.
- Prepared daily cash summary, reconciliations, and bank deposits.
- Managed front desk, attended calls, and assisted walk-in customers.
- Coordinated with Service Advisors for job cards and billing. Maintained customer documents, service records, and office files.
- Scheduled customer service appointments and follow-ups.
- Prepared daily MIS reports for management. Assisted in office administration, inventory management, and vendor coordination.
- Ensured excellent customer service and timely resolution of billing queries.

Advocate

District Court, Nagercoil, Kanyakumari District, India | Jun 2022 – Sep 2023

- Assisted senior advocates in civil, criminal, and consumer litigation, drafting pleadings, affidavits, written statements, and case summaries.
- Conducted legal research and case law analysis to support arguments and prepare case briefs.
- Appeared before District and Magistrate Courts for filings, hearings, and procedural matters.
- Prepared and reviewed legal documents, contracts, and petitions, ensuring compliance with statutory requirements and court procedures.
- Managed client consultations, gathered evidence, and maintained case files and documentation.

EDUCATION

Bachelor of Laws (LL.B.)

University of Kerala, India | 2021

Bachelor of Business Administration (B.B.A.)

Monomania Sundar Anar University (MS University), India | 2018

PROFESSIONAL SKILLS

- | | | |
|-----------------------------------|--------------------------------------|--|
| • Maruti Dealer Management System | • Field & record-keeping | • Time Management |
| • Data entry and documentation | • Strong communication | • Problem Solving |
| • Front desk management | • Daily cash-book maintenance | • Communication Skill |
| • Billing & invoicing | • Cash handling & reconciliation | • MS Office Suite (Word, Excel, PowerPoint, Outlook) |
| • Performance Management | • POS/UPI/Bank transaction knowledge | |

ADDITIONAL INFO

- Visa Status: Visit Visa
- Languages: English, Malayalam, Tamil