

MAHESHWARI MANIMARAN

+971 54570 5322
maheshwarimanimarann@gmail.com
Bur Dubai, Dubai, UAE

HUMAN RESOURCE ASSISTANT

 <https://www.linkedin.com/in/maheshwari-manimaran-b15771353>

Performance-driven administrative professional with experience in facilitating support services and office management. Strong organizational, customer service and communication skills with the ability to independently plan and direct business affairs. Trusted advisor, liaison, and assistant. Proven track record of effectively managing large-scale projects and overseeing the entire implementation cycle. Known for developing and implementing innovative policies and procedures that enhance efficiency and efficacy across operations. Out-of-the-box thinker recognized for training and developing staff, optimizing their skills to consistently surpass all individual and team performance goals.

EDUCATIONAL HISTORY

BACHELOR OF BUSINESS ADMINISTRATION

Alagappa University, Karaikudi, India

DIPLOMA IN PHARMACY

KM college of pharmacy, Madurai, India

WORK EXPERIENCE

HUMAN RESOURCE ASSISTANT

Prestige general services, Dubai, UAE

November 2023 - Present

- **Recruitment:** Job postings, resume screening, interview scheduling, reference checks
- **Onboarding:** New hire paperwork, orientation, benefits enrollment
- **HR Admin:** HRIS management, employee data management, compliance
- **Payroll & Benefits:** Payroll processing, benefits administration, time-off management
- **Employee Relations:** Employee communications, conflict resolution, employee engagement
- **Reporting & Analytics:** HR metrics, reporting, data analysis
- **Other Tasks:** Maintain HR records, support HR projects, provide HR support
- Completes accounting tasks such as contributing to financial reports for more than 100 clients, calculating payroll for nearly 1500 employees and entering financial data for every month.

SENIOR EXECUTIVE

NETMEDS RETAIL PHARMACIES, TAMIL NADU, INDIA

DECEMBER 2021 - APRIL 2023

- **Managing personnel changes** within the HR system and ATS recruiting system.
- **Acting as a primary point of contact** for employees within the HR department.
- **Supporting employee engagement** initiatives and promoting a positive work culture.

- **HR Administration:** Maintain accurate and up-to-date employee records, administer benefits and compensation programs, and ensure compliance with labor laws and regulations.
- **Employee Relations:** Provide support and guidance to employees, coordinate employee recognition and reward programs, and investigate and resolve employee complaints.
- **Reporting and Analytics:** Prepare and distribute HR reports and metrics, analyze HR data to identify trends and areas for improvement.

ADMINISTRATOR

Ayyanar medicine warehouse, Tamilnadu, India

July 2020 - March 2022

- Managed medicine inventory, including receipts, shipments, and stock levels
- Processed orders, maintained documentation, and ensured compliance with regulations
- Coordinated warehouse operations, including receiving, storing, and shipping medicines
- Provided excellent customer service and prepared reports as needed

CERTIFICATES

- DHA (Dubai Health Authority)

LANGUAGES KNOWN

- Tamil
- English
- Malayalam
- Hindi

RELEVANT SKILLS

- MS Office Suite
- Powerpoint
- Outlook
- Credit note
- CPC medical coding

PERSONAL INFORMATION

- Gender : Female
- Nationality : Indian
- Marital status : Single
- D O B : 19/09/2000