

# VIPISHA K P

Al karama, Dubai

+971 545680297

vipishavipi6214@gmail.com



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## SUMMARY

A dedicated and detail-oriented HR Administrator with over 3 years of experience in administrative support, payroll processing, office coordination, back-office operations, and employee relations. Proficient in Microsoft Office, Google Workspace, and various HR software platforms. Skilled at handling multiple tasks and ensuring smooth daily operations while maintaining high standards of accuracy and efficiency.

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## PROFESSIONAL EXPERIENCE

### HR Administrator - Digital Turbo Media, kerala India

Sep 2023-Nov 2024

- Managed payroll and benefits for 50+ employees
- Responsible for ensuring that all employees within the organization are paid accurately and punctually
- Responsible for keeping day-to-day attendance in the organization
- Updated and maintained office policies and procedures
- Maintained employee records and documentation
- Data entry
- Reviewed and reconciled accounts, processed payments to external partners, and maintained updated records of invoices and receipts
- Assisted in the onboarding process, including preparing new hire documentation, conducting orientation, and setting up employee profiles
- Coordinated and assisted with the recruitment process, including posting job openings, scheduling interviews, and processing candidates

### HR Administrator - All Set Business Solutions, kerala India

Nov 2021 - Sep 2023

- Accurately entering data into various software systems
- Managing and maintaining records, files, and databases
- Assisting in processing payroll and ensuring timely payments
- Customer follow-up and collecting payments (debt recovery)
- Task Allocation
- Customer handling
- Organizing the onboarding process for new hires, including preparing orientation materials, setting up workstations, and explaining company policies
- Meeting daily, weekly, or monthly targets related to debt recovery and successful settlements

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## EDUCATION

- Bachelor of Business Administration (BBA)
- Higher Secondary Education (Computer Science)
- Secondary School Leaving Certificate (SSLC)

## TECHNICAL SKILLS

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- Microsoft Office package tools (Word, Excel, PowerPoint)
- Proficient in ESSL software
- Smart Office suite (payroll)
- Skilled in Google Docs, Sheets, and Drive
- Data entry
- Recruitment tools like LinkedIn, Indeed, and Naukri
- Canva Design
- Adobe Photoshop
- Using office equipment (Printer and Scanner)

## SOFT SKILLS

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- Administrative skills
- Time management skills
- Exceptional communication and interpersonal skills
- Database management
- Customer service
- Team management
- Multi-tasking

## ACADEMIC PROJECTS

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A study on the effectiveness of distribution channels in the organization - Universal Implements Kerala, India

## LANGUAGES

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- English
- Hindi
- Malayalam
- Tamil

## VISA DETAILS

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- Visa status : Visit visa
- Date of Expiry : 16-09-2025

## PERSONAL DETAILS

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- Date of Birth : 06-08-2000
- Nationality : Indian
- Passport No: Y1322218
- Permanent address : Kizhakke Purakkil (H) Ottapalam, Palakkad District Kerala, India