



AKSHAYA TS

HR EXECUTIVE



+971567823418



akshayaakku116@gmail.com

EDUCATION

- ✓ **MBA in HR and Finance**
Jain University, Bangalore
- ✓ **BBA in Marketing**
Kerala University, Trivandrum, India

KEY SKILLS

- ✓ Talent Sourcing, Recruitment & Onboarding
- ✓ Payroll Management & Processing
- ✓ Employee Records & Documentation
- ✓ Financial Reporting & Bookkeeping
- ✓ Accounts Payable/Receivable & Expense Tracking
- ✓ Office Coordination & Administrative Support
- ✓ Scheduling, Calendar & Meeting Management
- ✓ Vendor & Supplier Coordination
- ✓ Document Management & Filing
- ✓ Communication Skills
- ✓ Adaptability

CERTIFICATIONS

- ✓ International Shipment and Logistics Certification
- ✓ Certification in Hospital Administration
- ✓ Diploma in Computer Application

ACHIEVEMENTS

- ✓ Successfully onboarded 5+ candidates within a month for client engagement.
- ✓ Appreciated for coordinating organizational development programs.
- ✓ Conducted placement workshops at multiple colleges.

CAREER SUMMARY

Dedicated and results-driven professional with 3 years of comprehensive experience specializing in Talent Acquisition, Benefits Administration, Learning & Development (L&D) Planning, and overall HR Operations. Skilled in handling core HR functions along with a strong background in accounts and office administration. Additionally experienced in Business Development, Client Engagement, and Sales, with a proven ability to build relationships, support organizational goals, and drive team performance. Seeking a dynamic role where I can leverage my diverse skill set to contribute to business growth and enhance organizational effectiveness.

WORK EXPERIENCE

HR ASSOCIATE

Genesyz Coding School Pvt Ltd, Trivandrum, India | Jun 2024 – Jan 2025

- Identified, recruited, and onboarded new software trainers, including compensation discussions and contract management.
- Managed payroll processes and handled contract renewals and terminations for trainers.
- Coordinated class scheduling, rescheduling, and facilitated communication between students and trainers.
- Collected student feedback and grievances, reporting issues to senior management for resolution.
- Prepared and submitted weekly and monthly performance reports directly to the company founders.

HR EXECUTIVE

ZWAP International, Trivandrum, India | Apr 2022 – May 2024

- Managing day-to-day HR operations and overseeing the traders associated with the firm.
- Sourcing, screening, recruiting, onboarding, and inducting new traders, including conducting initial phone screenings and competency-based interviews.
- Handling salary and commission negotiations with candidates.
- Conducting induction sessions, policy briefings, and update sessions for new and existing employees.
- Maintaining employee profiles and ensuring all documents are updated, including coordinating with external agencies for background verification.
- Preparing and communicating monthly HR reports, such as recruitment status, feedback, recruitment progress, and exit reports.

BUSINESS DEVELOPMENT EXECUTIVE

Pioneer Bajaj, India | Jan 2022 – Mar 2022

- Assisted the Sales team in their daily operations as part of the customer service team.
- Identified potential customers and performed cold calling to promote new products.
- Scheduled customer appointments for product demonstrations.
- Reported daily updates on potential customer details and demo schedules to the Sales team.
- Analyzed customer complaints and followed up with customers on their complaint status.
- Communicated relevant complaint updates and feedback to the Sales team for resolution.

DECLARATION

I do hereby declare that the above-mentioned details are true and correct to the best of my knowledge, Information and belief.

Akshaya TS

Location

Deira, Dubai

LinkedIn

<http://www.linkedin.com/in/akshaya-ts-46a2b41b3/>

Visa Status

Visit Visa

Languages Known

English, Hindi, Malayalam, Tamil