

VINAYAK V

Khalidiya, Abu Dhabi, UAE

Phone: +971582990987 | Email: vinayakv1277@gmail.com

PROFESSIONAL SUMMARY

Proactive and detail-oriented Coordinator/Supervisor with extensive experience overseeing administrative functions, and human resource activities. Skilled in supervising teams, streamlining workflows, and ensuring smooth day-to-day operations across departments. Adept at implementing strategic process improvements, managing technical infrastructure, and fostering a collaborative work environment. Proven ability to coordinate cross-functional activities, monitor performance, and deliver solutions that enhance productivity, efficiency, and organisational success.

SKILLS & EXPERTISE

- HR Support
- Office Administration
- Human Resources Management
- Process Improvement
- Decision Making
- Employee Engagement
- Talent Acquisition
- Organisational Development
- Problem-Solving
- Vendor Management
- Leadership and Team Supervision
- Performance Management

WORK EXPERIENCE

Admin & HR

Al Kamal Medical Centre, Khalidiya, Abu Dhabi, UAE | 07/2025 – Present

- Monitored all systems at the management level to ensure smooth operations and prompt issue resolution.
- Supervised all staff to ensure awareness and adherence to basic IT security practices.
- Manage office supplies, equipment, and vendor coordination.
- Support HR functions such as attendance, leave records and employee engagement activities.
- Managing day-to-day office operations and ensuring smooth workflow.
- Assisting in requirement: posting jobs, screening resumes, scheduling interviews.
- Coordinating staff training, performance reviews, and appraisal processes.

HR Officer

Medozi Health Kart LLP, Tirur, Kerala | 03/2024 - 06/2025

- Streamlined the recruitment process, reducing hiring time.
- Boosted employee retention by 15% through engagement initiatives.
- Implemented HR strategies that aligned with business goals, achieving a 10% productivity increase.
- Facilitated training programs, increasing employee competency.
- Managed pay plans; optimised benefits program satisfaction.
- Maintained compliance with legal HR requirements, achieving zero compliance violations.

Office Coordinator

Vil Arch Builders, Malappuram, Kerala | 08/2019 - 12/2023

- Improved onboarding procedures, reducing training time.
- Coordinated recruitment efforts; increased applicant quality.
- Enhanced record-keeping systems, improving data retrieval efficiency.
- Implemented new training modules, increasing team productivity.
- Strengthened employer-applicant relations, elevating job satisfaction by 20%.
- Reduced background check turnaround time by 10%, improving hiring efficiency.

Admin Officer

Abzer Technologies Pvt Ltd, Smartcity, Kakkanad, Kochi | 04/2018 - 05/2019

- Developed HR policies; improved compliance rates.
- Administered hiring processes, enhancing workforce quality.
- Optimised budget monitoring practices, achieving 10% cost savings.
- Organised events to boost team morale and increased productivity.
- Conducted exit interviews, reducing turnover by proactively addressing concerns.

INTERNSHIPS

Software Testing

Spectrum Softtech Solutions

Digital Marketing

Spyrosys

Placement Officer

Kings Labs Technologies Pvt. Ltd

Business Development Officer

Cassius Technologies

EDUCATION

B.E - Computer Science & Engineering

Shree Venkateshwara Hi-Tech Engineering College | 2012-2016

12th Grade

Govt. Hr. Sec. School | 2010 - 2012

SSLC (CBSE)

Darussalam English Medium School | 2010

PROFESSIONAL SKILLS

- Training and Development.
- Performance Appraisal Systems.
- Leadership & Team Management.
- Organizational Efficiency.
- Customer Service Orientation.

LANGUAGES

- **English** (Full Professional Proficiency)
- **Malayalam** (Full Professional Proficiency)
- **Tamil** (Full Professional Proficiency)
- **Hindi** (Full Professional Proficiency)