



AARTHI EDISON

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Coimbatore

PROFESSIONAL SUMMARY:

Driven and resourceful in HR & administrative professional with 5+ years of experience assisting with work of high-achieving executives. Track record supporting professional needs with well-organized precision. Successfully manages high-volume workloads in rapidly changing environments.

EDUCATION:

Masters In Business Administration Bharathiar University – India	Ongoing
Human Resource Professional Edoxi Training Institute American University KHDA Approved - UAE	April 2022
Bachelors of Business Administration DR.C.V.RamanUniversity-India	May 2015
Diploma In Tourism and Travel Management Bharathiar University – India	May 2013

WORK EXPERIENCE:

HR Executive- Mitsui Information Technology – Dubai, UAE	Jul 2022- Jun 2023
- Managed the onboarding process by ensuring that new hires completed their background check and their signed offer letters were sent to Employee Records. - Worked closely with recruiters to schedule interviews, edit and post requisitions and update candidates' status. - Scheduled video resume and interviewed times for candidates with the Recruiting Specialist - Participated in conference calls with potential and current clients. - Update our internal databases with new employee data including contact details and employment forms. - Collect payroll information such as hours of work done by an employee, details of bank accounts, etc. - Plan and schedule interviews with candidates. - Manage job advertisements on job portals and social networks. - Create reports on the HR-related process when required. - Address queries and issues of workers when required. - Review and distribute company strategies by hard copies or in digital formats.	
Executive Secretary- DP World- Dubai Expo 2020 – Brazil Pavilion- Jebel Ali, UAE	Sep 2021 – Mar 2022
- Handled scheduling for executive's calendar and prepared meeting agenda and materials. - Responded to emails and other correspondence to facilitate communication and enhance business processes. - Orchestrated successful conferences and associated travel for speakers and attendees. - Answered high volume of phone calls and email inquiries. - Transcribed phone messages and relayed to appropriate personnel. - Handled confidential information in professional manner. - Developed and implemented office policies and procedures to facilitate smooth workflow. - Generate offer letters, Appointment letters for selected candidates and issue them.	

Nursery Admin - Jazz rockers- Nursery & after School Activity Provider- Dubai, UAE Aug 2019 – Aug 2021

- Handled all financial administration, including invoice processing and payment, while ensuring prompt recording and payment of school fees.
- Maintained a safe and stimulating environment that complied with all safeguarding requirements.
- Completed all administrative duties in a timely and accurate manner.
- Provided regular updates to parents and caregivers on a child's progress.
- Managed day-to-day financial operations within the nursery.
- Communicated with parents for payment of fees, both face-to-face and through written correspondence and telephone.
- Stayed informed on current childcare issues and observed children at play to identify individual needs.
- Adhered to company policies and procedures, ensuring they remained up-to-date.

Administrative Executive- Bluestone Overseas Consultancy- Tamil Nadu, India Sep 2015 – May 2019

- Maintained protocol throughout routine work days and special events.
- Collected data, input records and protected electronic files.
- Scheduled appointments and meetings, organized materials and prepared rooms.
- Offered technical support and troubleshoot issues to enhance office productivity.
- Maintained comprehensive documentation to support accreditation, licensure, and quality assurance efforts.

Customer Support Executive - State Bank of India- Tamil Nadu, India Mar 2015 – Jul 2015

- Described product and service details to customers to provide information on benefits and advantages.
- Developed working relationships with internal and external customers while assisting with account management duties.
- Provided company information and policies to customers upon inquiry and answered questions via phone, email, or online chat.
- Escalated critical customer issues to supervisor immediately to avoid lost revenue and canceled policies.
- Resolved customer billing errors by researching issues in system, asking open-ended questions, and determining root causes of problems.

SKILL:

Staff Recruitment
Microsoft Office
Database Administration
Meeting Support

Administrative Duties
Executive Leadership
HR Policies & Procedure
Document Control

Onboarding And Exit Process
Application Screening
Call Control
Employee Relation

CERTIFICATION

- Personality development program from Vertical Eye in 2013.
- Spoken English grade level- 06 from Trinity College of London.
- Participated in HEP 2013 – A Guinness Records Event from Rotary Club Coimbatore East.

Personal Details

Language : English, Tamil, Hindi, Malayalam
Nationality : Indian