



Swathi Badavath

Senior HR & Admin Executive



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OBJECTIVE

To obtain a position where I can maximize my professional growth and development in an organization that enables me to make a positive contribution to the association.

SUMMARY OF QUALIFICATION

- Skilled and dedicated 6+ years' experience coordinating planning and supporting daily operational Human Resources and administration functions.
- Organized, confident and detailed oriented
- Ability to develop and maintain constructive and cooperative working relationships with Individuals at all levels of the organization and clients.
- Experienced in managing and supervising junior assistants

SKILLS

Communication Skills
Empathetic Skills
Team work and collaboration

Decision making skills
Employee relations
Multitasking

Training and Development Skills
Budgeting Skills
Time Management

PROFESSIONAL EXPERIENCE

Steer and Sterling Management WLL, Park Point & Pet Arabia Sanabis, Bahrain - Oct 2014 – Nov 2019
Worked as Senior Supervisor HR and Admin for two years
Worked as HR and Admin Executive for three years

Responsibilities:

Human Resources:

- Ensure all employees have up to date and accurate job descriptions.
- Serve as the staff point-of-contact for any benefits-related questions or issues.
- Prepare all payroll additions and changes. Takes care of wage deductions, record keeping and verifying the reliability of pay data.
- Handle Social Insurance Registrations/Termination/Salary updates.
- Changes and renewal of Commercial Registration.
- Implement ID cards and visas, such as: family visit, business visit, new work visa, and dependent visa.
- Interview candidates for respective job openings, and contracting with recruitment agencies.
- Medical Insurance registrations, deletions, claims, and contract agreements.
- Budget of department daily maintenance and control.

- Calculate final settlement sheet and ensure hand over is complete.
- Respond to employee inquiries regarding policies, procedures, and programs.
- Develop policies for Human Resources, and implement.
- Induct new joiners to the business by presentation.
- Preparing official letters, such as: offer letters, reference letters, salary certificates, best performers/employee of the month certificates, contracts, etc.

Administration:

- Administer leaves of absence, including sick, vacation, and personal time off.
- Supervise the maintenance of office areas and equipment/phone systems.
- Develop and maintain relationships with facilities-related vendors and contractors. Procure access cards and office keys for newly hired staff.
- Maintains records, filing systems and computer files.
- Negotiates and seeks out vendors for stationary, branding, consumables, and furniture.
- In charge of social events in company
- Maintenance of the company's email addresses, mobile numbers, and phone extensions allocate them to the assigned person.
- Office facility management like company subscriptions (magazines & newspapers)
- Updates and organizes the company's database, contact list, and personal files.

New Vision Property, Adliya, Bahrain

Worked as "**Hr Administrator**", 8months -2014

- Supporting the HR Team in all admin work related jobs.
- Organizing and storing paperwork documents and computer based information
- Word processing
- Dealing with telephone and email enquiries
- Creating and maintaining filing systems
- Keeping diaries and arranging appointments.

IPTS - Industrial Petroleum Training Institute, Bahrain

Worked as "**Sales Co coordinator**", 1 year 2012- 2013

- Coordinate sales team by managing schedules, filing important documents and Communicating relevant information
- Ensure the adequacy of sales-related equipment or training material
- Respond to complaints from customers and give after-sales support when requested
- Inform clients of unforeseen delays or training schedules of training
- Assist in the preparation and organizing of training material and training certificates upon Completion of training.

ICICI Bank Hyderabad, India

Worked as "**Receptionist**", 2 year 2008 - 2010

PROFESSIONAL QUALIFICATION

- **M. Sc Microbiology** (2012) Kakatiya University India
- **B. Sc Microbiology** (2008) Osmania University India

PERSONAL INFORMATION

Nationality	:	Indian
Date of Birth	:	06-07-1988 (32 yrs.)
Religion	:	Hindu
Languages Known:		English, Hindi and Telugu
Work Permit	:	Valid
Hobbies	:	Gardening, Reading Books and Dancing.
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