



DURGA BHARGAVI RAMAKRISHNAN

HR Professional | Talent Acquisition | Payroll Specialist

+971 527306634 durgaramakrishnan1702@gmail.com Dubai, UAE

Indian

Visiti Visa

Immediate Joiner

[linkedin.com/in/durga-ramakrishnan-7b360a1b5](https://www.linkedin.com/in/durga-ramakrishnan-7b360a1b5)

Summary

Results-driven HR professional with 4.9 years' experience in end to end HR functions including HR administration, recruitment, payroll, onboarding, and office management across multinational organizations. Skilled in streamlining processes, ensuring compliance, and supporting multicultural teams. Seeking opportunities in HR, Operations and Administration

Education

MBA - Hospitality Management

Annamalai University 2019 - 2021

BA Travel & Tourism Management

Calicut University 2013 - 2016

Skills

HRIS& ATS | SAP SuccessFactors | ALPS

Allsec | Paychex Flex | Cisco | Oracle

Keka HR | Oracle | Zoho People

Indeed | Naukri.com | LinkedIn

Microsoft 365 | Sharepoint

Language

English | Malayalam

Hindi | Tamil | Kannada

Internship

Intern-FrontOfficeand HR

Marriott International 04/2021 - 09/2021

Training

15 days in CRM and GDS

Akbar Travels Sept 2016

Experience

HR Executive

05/2025-Present

TripuraRealEstate LLC | Dubai

Handles end-to-end recruitment activities including job postings, candidate screening, interview coordination, and onboarding of new employees. Maintains accurate employee records, personnel files, and HR databases. Payroll preparation and attendance and leave management. Coordinates staff training programs, development initiatives, and employee engagement activities. Responds to employee queries regarding HR policies, benefits, and general support while ensuring compliance with UAE labor laws and internal regulations

Global Service Specialist - Payroll

07/2024 - 04/2025

Paychex | Bengaluru, India

Processed payroll for U.S.-based clients with accuracy and adherence to U.S. labor and tax regulations. Managed employee time and attendance data, validated work hours and leave records, and maintained HRIS systems for data integrity and audit readiness. Administered payroll tax calculations and filings in compliance with U.S. requirements. Supported full-cycle recruitment and onboarding processes across assigned client accounts.

Senior Recruiter

01/2024 - 07/2024

Talworx Solutions | Bengaluru, India

Managed full-cycle recruitment for IT and non-IT positions across multiple domains. Led and mentored a team of recruiters, optimizing sourcing strategies, monitoring performance, and achieving hiring targets. Coordinated interviews and onboarding processes to ensure smooth integration and compliance with company policies.

Talent Acquisition Analyst

03/2022 - 12/2023

Alstom | Bengaluru, India

Executed in-house recruitment for engineering roles including mechanical, electrical, and software disciplines. Oversaw sourcing, interviewing, selection, and onboarding processes in alignment with business needs. Collaborated with hiring managers to design effective recruitment strategies and workforce planning approaches. Conducted competency-based interviews, managed salary negotiations, and ensured offer generation and onboarding compliance with company standards.

Student Counselor

03/2017- 12/2018

Edroots International | Calicut, India

Provided personalized counseling to students seeking higher education opportunities in Canada, the UK, New Zealand, and Australia. Supported university application and admission procedures with accurate documentation and timely submissions. Guided students through visa application and documentation processes in accordance with country-specific immigration requirements.