



Address

AL Mujjarah, Al Shark Street
Sharjah, UAE

Contact

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Visa status: visit

PROFILE

Multi-talented, task-driven professional with **2 years** of substantial experience in Mechanical Engineering, Human Resource, Customer Service, Office management, Academic consultant. Adept at leveraging superior communication & interpersonal skills to interact with diverse individuals & groups at all organizational levels.

SKILLS

Project Management

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Benefits for registered user:

1. Can remove all trial watermark.
2. No trial watermark on the output documents.

SOFTWARE SKILLS

Microsoft Office Products

Autodesk AutoCAD

Python

HTML

SQL

LANGUAGES

English

Hindi

Tamil

CERTIFICATIONS

- **Quality Control**
- American Society for Quality
- **ASME**
: Piping & pipeline Engineering
- **ASNT**
: UT, RT, MPT, LPT, RTFI
- **Human Resource Management**
: Grigg Learning
- **Digital Marketing**
: Fundamentals by Great Learning

AKHIL P HARI

EXPERIENCE

August 2021 - October 2021

Sunrising Staffing Services Private Limited
HR Recruiter

- Managed interview scheduling: conformed to availability of interviewers & interviewees, set up meetings
- Created, posted & removed job ads in a timely manner on both external & internal job board sites as needed.
- Maintained secured & accurate records of staff-related data such as payroll, turnover rates & leaves in the database to ensure all employment requirements were met.
- Supported the recruitment process via sourcing candidates, running references checks, issuing employment contracts

August 2019 - June 2021

Bharat Petroleum Corporation Limited
Mechanical Engineer cum HR Assistant

- Experienced in executing various mechanical maintenance, Piping Fabrication & Erection, Heat overhauling activities, Work permit holder, QC Documentation, Conducted NDT techniques & Inspections.
- Supervised & monitored departmental activities & provided feedback.
- Assisted in recruiting and training new employees for the oil & gas sector
- Posted job descriptions online, responded to candidates & assisted in the interview process from start to finish.
- Increased employee retention by 25% through introducing more in-depth phone screening processes.
- Provided organizational support for managers, increasing workflow efficiency by 33%.

EDUCATION

August 2015 - July 2019

APJ Abdul Kalam Technological University
Mechanical Engineering

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