**VIKRANANTH RAJENDRAN**

**OBJECTIVE**

Seeking a challenging career in Human Resource with a progressive organization which will utilize my skills, abilities and education in management while contributing to the development of the organization.

**SKILLS PROFILE**

* MBA in Human Resources Management with 2 years professional experience in Human Resources and Admin Department.
* Comprehensive knowledge on HR competencies, recruitment procedures & policy implementations.
* Demonstrates flexibility and adaptability in daily work and to changing strategies procedures.

**CORE COMPETENCIES**

* Good leadership skills.
* Effective communication skills.
* Exquisite organizational & management skills.
* Confident.
* Flexible in work.

**WORK EXPERIENCE**

1. Worked as a HR Executive at Rohini Textiles Industries PVT Ltd. (July 2013 – June 2014)
2. Worked as Office Admin at (June 2014 – June 2015)
3. Worked as Sales Manager at Sevvel International Fabrics Pvt Ltd (June 2015 – November 2015)
4. Working as Admin Officer at (November2014 – June 2015)

**COMPUTER SKILLS**

* Knowledge of MS Word, MS Power Point, MS Excel.
* Internet.

**EDUCATIONAL CREDENTIALS**

* Master of Business Administration with HR specialization.
* Bachelor of Commerce (Computer Applications) with First Class.
* HSC (Commerce) from State Board with First Class.
* SSC from State Board with First Class.

**AWARDS & ACHIEVEMENTS**

* Participation in various cultural activities at school & college level.
* Participation in the Youth Festival held at N.M.S.S Vellaichamy Nadar College.
* Member of College Alumni Association.

**PERSONAL DETAILS**

**Date of Birth:** 10th June1991  
**Languages known:** Tamil, English, Hindi, Malayalam

**Job Seeker First Name / CV No: 690660**

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