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| **JULIE** **Julie.150521@2freemail.com****PERSONAL DETAILS:**Gender: FemaleD.O.B: 02/10/1990Nationality: IndianReligion: ChristianAge: 26Interest: Music, Dancing**PERFORMANCE STRENGTH*** Highly motivated with lots of determination to succeed and to achieve desire goal: Discipline in work
* Adaptable to new environment very easily, like to face new challenges in work and very much competent to work under pressure.
* A commitment to succeed and ability to perform well as a team with very practical approach.
* Good Listener
* Pleasing Personality
 | **CAREER OBJECTIVE**To assist the Administration Division and Operations in fulfilling my duties with professional capabilities and hard working with sincerity to work in a fast paced environment and with a team effort.**BEAM GROUP OF COMPANIES - UAE****(SECRETARY CUM ADMIN ASSISTANT)**(AUGUST 2015– SEPTEMBER 2016)* Preparing, maintaining & updating all logs, preserving, filing & retrieving as and when required.
* Providing support to the Recruitment Specialist and other members of the team in recruiting operations.
* Maintain electronic and hard copy filing system.
* Answer telephone enquiries and relay telephone calls and messages by forwarding the messages to respective people. Greet visitors; ascertain nature of business and direct visitors to appropriate person.
* Prepare and modify documents including Quotations, Letters, Drafts, Reports, Memos and E-mails.
* Managing all LPO’S and arranges the approval from directors.
* Execution and monitoring of all regular purchasing duties.
* Support relevant departments with quotation for the purpose of purchase.
* Assist in managing and following up all orders. Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site/store on time.
* Scheduling and coordinating meetings, interviews and other similar activities.
* Provide general administrative and clerical support including mailing, scanning, faxing and copying to management.
* Perform data entry and scan documents.
* Maintain office supplies for the department.
* Sending enquiries & collecting supplier’s quotations.
* Assisting HR Department for preparing Payroll process.
* Experience in recruiting, staffing, working with recruitment agencies to source for candidates for specific job positions.
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|  **SKILLS** * Highly organized, efficient, with excellent telephone manners and self-correspondence skills.
* Speed Typing
* Open to the feedback of others and accepts opinion and have strong determination.
* Proficient in Microsoft Excel, Word and PowerPoint, MS Outlook Express, Internet Explorer.

**LANGUAGES KNOWN:**English, Malayalam, Hindi**NATURE & ABILITY*** Always ready to learn the new things, love to take job and tasks never done before.
* Grasp quickly whatever is being

taught/explained.**DATE OF JOINING:**Immediately upon receiving Offer Letter from the Company. | **PUSHPAGIRI MEDICAL COLLEGE HOSPITAL, INDIA****(HR EXECUTIVE)**(JULY 2013 – JUNE 2015)* Drafting HR Policies for the Organization.
* Sourcing mandates from different sources (Employee Referral, E-Mail)
* Employee Evaluation Process
* Maintaining Personal Records
* Recruitment, Short-Listing Candidates, Scheduling & Conducting Preliminary interviews.
* Calls & E-mails to prospective candidates
* Briefing the candidates about the company and Job Profile
* Maintenance of HR information system like Interview Scheduled, Selected and Rejected candidates.
* Monitor all HR activities of the Organization
* Staff Management
* Knowledge of Payroll Management
* Assisting HR Manager & Senior HR Executives
* Assist with processing of terminations
* File Papers, Documents and prepares new employee files
* Assist for the Compensation and Benefits of the employee

**CO-CURRICULAR ACTIVITIES & ACHIEVEMENTS*** Winner in various cultural activities at School/College level.
* Winner of **“*Best Student Award Contest”*** conducted by MCR Group of Companies at graduation level (2011).
* Served as Reception Coordinator of ***“International Conference”*** hosted by MCMAT (2013).
* Awarded as ***“General Proficiency Prize”*** in department of Chemistry at Graduation Level.
* Elected as Vice Chairperson in Graduation Level.
* Elected as First Year Representative in Graduation Level.
* Active Coordination of all activities inside the campus.
* Actively participated in all college committees.
* Attended certificate course on Corporate Restructuring & Yoga for Stress Management
* On the Job Training at Times of India and Associate Rubber Chemicals Pvt. Ltd. India.
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| **EDUCATIONAL BACKGROUND*** Master of Business Administration (MBA) in HR & IT in May 2013
* Bachelor of Science in Chemistry in March 2011

**PASSPORT PARTICULARS**Date of Issue: 17/01/2017Place of Issue: TrivandrumDate of Expiry: 16/01/2027**REFERENCES:**Available Upon Request | **ACADEMIC PROJECT****MINOR PROJECT OF MBA**Organizational Study at Providence Rubbers, India.**MAJOR PROJECT OF MBA**A Project on ***“Employee Morale”*** at V-Guard Industries Pvt. Ltd, Cochin.**DECLARATION**I, Julie, hereby solemnly declare that the above information is true to the best of my knowledge and belief.**Date Julie**  |