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| **JULIE**  [**Julie.150521@2freemail.com**](mailto:Julie.150521@2freemail.com)  **PERSONAL DETAILS:**  Gender: Female  D.O.B: 02/10/1990  Nationality: Indian  Religion: Christian  Age: 26  Interest: 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. |
| **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. |
| **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: 17/01/2017  Place of Issue: Trivandrum  Date 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** |