

		 Gulfjobseeker.com <i>Helping you to search best jobs & talent since 2002!</i> APPLICATION FORM - NEW REGISTRATION NOVEMBER-2014		Profile Score 	
Recent Photograph		Date <u>22/11/2014</u>		CV No <u>101358</u>	
Profession / Specialty		<u>HR, ADIITION, SALES CO-ordination</u>			
Industry / Projects		<u>IT- Hardware / Software</u>			
Nationality		<u>Indian</u>		Place of Birth / City of Origin <u>Mandya/Bangalore</u>	
Gender		<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Marital Status <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Separated	
Religion		<u>Hindu</u>		Birth date (DD-MON-YEAR) <u>18/09/82</u>	
Languages		Mother Tongue <u>Kannada</u>		Other Languages <u>Hindi, English</u>	
Qualification		<u>B. CA (Bachelor in Computer Applications)</u>			
Gulf Experience		<u>0</u> Years <u>7</u> Months		Total Experience <u>2</u> Years <u>0</u> Months	
Gulf Driving License		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Do you have own car? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Visa Validity Date		<u>02</u> M <u>06</u> Y <u>2016</u>		Visa Status <input type="checkbox"/> Visit <input type="checkbox"/> Employment <input type="checkbox"/> Student <input checked="" type="checkbox"/> Dependent	
Employment Status		<input type="checkbox"/> Employed back in Home Country <input type="checkbox"/> Employed in Gulf <input checked="" type="checkbox"/> Job Less-Unemployed			
Last Salary Drawn		<u>AED 3750</u>		Last Salary Verified <input type="checkbox"/> Offer Letter <input type="checkbox"/> Contract	
Expected Salary		<u>AED 4000-6000</u>		<input type="checkbox"/> Salary Increment Letter <input type="checkbox"/> Pay Slip <input type="checkbox"/> Statement	
How much notice period you will need to join new position? <input checked="" type="checkbox"/> Can Join Immediate <input type="checkbox"/> 1 Week <input type="checkbox"/> 1 Month <input type="checkbox"/>					
Do you have any kind of health condition which can hamper you to perform your duties? <input checked="" type="checkbox"/> Fit to work <input type="checkbox"/> Yes <input type="checkbox"/>					
Do you have any kind of outstanding loans / finance / credit card facilities to repay? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>					
Do you have any kind of civil or criminal cases pending against you in any courts? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/>					
What is the reason for your Job Search? <u>For Career Growth</u>					
How many jobs you have applied so far?		<u>4-5</u>		How many interview calls you have received so far? <u>1</u>	
What is your talent? Describe in detail. <u>Proficient in MS office, Internet. I can utilise my knowledge and exp in co-ordination job effectively and efficiently.</u>					
PCL Certificate	Gulf Experience	<u>1</u>	High Academic Scores - Mark Sheet	<u>1</u>	Worked 2+ yrs with employer <u>1</u>
Fitness Certificate	Gulf / Intl Driving License		Post Graduate & Above Education	<u>1</u>	Promoted in Previous Job
IT Literacy	Arabic Proficiency		On Job Training Certificates		Awards or Appreciation
			IELTS Proficiency		Experience Verified <u>1</u>
Bonus Score	<u>0</u>	+ Gulf Score	<u>1</u>	+ Education Score	<u>2</u>
Based on documents verified by our HR Assistants the candidate has achieved total score points of				= Total Score <u>5</u>	

To Interview this candidate please contact Gulfjobseeker.com Office Phone No 04-3970978

Resume



OBJECTIVE:

To Utilize My Management Skills Towards A Challenging Career In A Growth Oriented Esteemed & Leading Edge Organization Which Recognizes The Value Of Individual Contribution & Which Will Provide Opportunity For Growth Advancement.

EDUCATIONAL QUALIFICATION:

- Graduation in **Bachelor of Computer Applications(BCA)** with an aggregate of 83.03%
Affiliated to Bangalore University, Bangalore. India(2000 to 2003) .
Sri Jagadguru Renukacharya College for Women,Bangalore.

Total PROFESSIONAL EXPERIENCE-2yrs :

Professional Experience Summary

Previously called as Dubai,UAE (Hardware & Software Service provider)-
Dec 2006 till July 2007)presently called Dubai.

Job Profile: Sales coordinator and Admin and HR co-ordinator.

- Provided executive level administrative support to the CEO of the company.
- Maintain Database of the phone calls on daily basis and also enquiry calls made when business related advertisement is released in newspapers.
- Maintain database of personnel information.
- Liaison between all impacted departments to ensure proper communications and reporting practices.
- Co-ordinate and organize events,meetings,conferences.
- Co-ordinate with the PRO and Immigration office for visa formalities like New visa & visa renewals for the employees & clients.
- Maintain attendance, Leaves & vacation records for all the employees.
- Responsible to conduct orientation for the new employees.
- Handled medical benefits for employees by applying for medical insurance cards,dispatch,renewal .
- Assisted sales team.
- Assisted logistics team.
- Co-ordination with the travel desk for making travel arrangements like booking tickets,booking of accomodation for clients.

Bangalore,India(Nov 2004 till Feb 2006)

Job profile: HR/SAP Training/Admin co-ordinator.

Registrations:

- Review the profiles and checking the eligibility for undergoing the SAP Training in varied modules.
- Maintain Database of prospective business i.e training related enquiry made via phone,e-mail on daily basis and also made when advertisement is released in newspapers,when seminars are conducted.
- Assessing the trainees in taking up the right module and handled the whole registration process.
- Handled payments.
- Co-ordination with the administration incharge for the day to day admin related activities and the overall successful conduction of the training.
- Co-ordination with the travel desk for making travel arrangements like booking tickets,taking care of accomodation for trainers.

Recruitment :

- ✓Finalise the mode of recruitment based on the requirement plan and other parameters.
- ✓Carrying out the resume screening process and creating the databank of candidates in different categories.
- ✓Co-ordinating with the internal and external interview panels for conducting the interview.
- ✓Follow-up with the candidates and scheduling the interviews.
- ✓Asses the review given by the interview panel and help them in taking the final decision.

Co-ordination of the Training Service Group, SISL-SAP ATC, Bangalore,India::

- ✓Counselling the candidates for SAP training.
- ✓Handled business related enquiry phone calls.
- ✓Handled registrations.
- ✓Organised seminars.
- ✓Maintain the record of attendance of the trainees.
- ✓Handling all correspondence.
- ✓Attending day to day grievances of the trainees.
- ✓Assessing the post training evaluation through feedback from the trainees.
- ✓Participated in recruitment process.

COMPUTER SKILLS:

ProficientinWindows,MSOffice,Word,Excel,Powerpoint,Outlllook,Internet proficiency.

STRENGTHS :

- A very high level of sincerity & commitment to objectives.
- Have a learning attitude.
- Strong believer of human values particularly Honesty, Integrity, Respect, Trust.
- Good at managing relationships.

PERSONAL PROFILE :

- Date Of birth:18 September
- Marital Status:married.
- Visa Status:Husband sponsored.
- Languages known(read,write,speak):English,Hindi,Kannada.