
 Gulfjobseeker.com <i>Helping you to search best jobs & talent since 2002!</i> APPLICATION FORM - NEW REGISTRATION NOVEMBER-2014		Profile Score 			
Recent Photograph		Date 17/11/2014	CV No 99540				
Profession / Specialty		HR ADMIN / Assistant					
Industry / Projects		Consultancy / HR Assistant					
Nationality		INDIAN	Place of Birth / City of Origin		ANAKAPALLI, VISHAKA DISTRICT		
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		HINDU	Birth date (DD-MON-YEAR)		23-11-1988		
Languages		Mother Tongue TELUGU	Other Languages ENGLISH				
Qualification		B.TECH, M.TECH, MBA					
Gulf Experience		1 Years 0 Months	Total Experience		4 Years 6 Months		
Gulf Driving License		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Do you have own car?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Visa Validity Date		D 09 M 09 Y 2016	Visa Status <input type="checkbox"/> Visit <input type="checkbox"/> Employment <input type="checkbox"/> Student <input checked="" type="checkbox"/> Dependent				
Employment Status		<input checked="" type="checkbox"/> Employed back in Home Country <input checked="" type="checkbox"/> Employed in Gulf <input type="checkbox"/> Job Less-Unemployed					
Last Salary Drawn		2000 AED Value	Last Salary Verified		<input checked="" type="checkbox"/> Offer Letter <input type="checkbox"/> Contract		
Expected Salary		4000-5000 AED (As per the company & market standards)	<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? I WANT TO GET INTO MY FIELD (PROFESSION) & TO DEVELOP MYSELF & UPDATE MYSELF							
How many jobs you have applied so far? 10+			How many interview calls you have received so far? 2				
What is your talent? Describe in detail. Technically good in MS-office, Team-based workmanship, Hard work and work sincere and i can easily learn new things(work) quickly							
PCL Certificate		Gulf Experience	1	High Academic Scores - Mark Sheet	1	Worked 2+ yrs with employer	1
Fitness Certificate		Gulf / Intl Driving License		Post Graduate & Above Education	1	Promoted in Previous Job	
IT Literacy		Arabic Proficiency		On Job Training Certificates		Awards or Appreciation	1
				IELTS Proficiency		Experience Verified	
Bonus Score		+ Gulf Score	1	+ Education Score	2	+ Experience Score	2
Based on documents verified by our HR Assistants the candidate has achieved total score points of						= Total Score	5

Profile

More than 3 years of experience as HR & Admin in India and one year experience as a Assistant Teacher in Dubai (With Certificate of Appreciation for "Sincere efforts towards the work"). Technically sophisticated with good educational qualifications and hands-on expertise. Possess team-based workmanship, good interpersonal and communication skills.

Microsoft Office || Microsoft Word || Microsoft PowerPoint || Microsoft Excel || Documentation || Good Typing Speed || Familiar with HRM Products || Other Admin Products.

Education

- M.B.A (H.R.M) - 60% - Andhra University, Andhra Pradesh.
- M.Tech (C.S.T) - 72% - at Andhra University, Andhra Pradesh.
- B.Tech (I.T) - 62% - Sri Prakash College Of Eng, Andhra Pradesh.
- H.S.C - 66% - Nalanda Junior College, Andhra Pradesh.
- X-STD - 65% - Sri Narayana Public School, Andhra Pradesh.

Training and Project undertaken

- Worked in APEPDCL, Visakhapatnam, as a HR Trainee.
- Key skills acquired during Training: Actively involved in HR audit, Performance Management System (appraisal), at APEPDCL, Visakhapatnam.

Professional Experience

Company (Present)	:		, Dubai.
Designation	:	Assistant Teacher.	
Duration	:	Oct 2013 to Oct 2014.	
Company	:	Brand X Company, India.	
Designation	:	HR Admin.	
Duration	:	Feb 2011 to Feb 2013.	
Company	:	Alfa Consultancy, India.	
Designation	:	Assistant HR Admin.	
Duration	:	Sep 2009 to Jan 2011.	

Assignments

ASSIGNMENT 1:

Company	:		ool
Role	:	Assistant Teacher	

Responsibilities:

- Assisting the teacher in the management of pupils and the classroom.
- Helping children in their studies and all areas of the national curriculum.
- Providing general support and one-to-one assistance for pupils.
- Helping children with their learning, playing and social development.

- Assisting with the preparation of a comfortable learning environment.
- Preparing class registers & accurately updating pupil records.
- Delivering educational programmes and assessing their impact on pupils.
- Producing accurate and up-to-date records and reports as required.
- Meeting parents at Parent Evening's & updating them on a child's progress.
- Planning learning activities & school trips with teachers.
- Producing accurate and up-to-date records and reports as required.
- Assisting in implementing Individual Education Programmes for students.
- Organising and maintaining books, learning materials and resources.
- Providing extra support to children with special needs or those who speak

ASSIGNMENT 2:

Company : Brand X Company
Role : HR Admin

Responsibilities:

- Knowledge of executing HR processes; possess an ability to relate and build a harmonious relationship with people across all the hierarchical levels in the organization
- Capable of maintaining harmonious employee relations among management and workers through efficient administration processes
- Ability in learning new concepts quickly, working well under pressure and communicating ideas clearly
- Entrepreneur Resources Programme (ERP) – updating Employees profile
- Preparing Attendance sheets
- Keeping attendance, sickness and lateness records for all employees
- Recruitment
- Local Purchase Order Preparation
- Compilation and Documentation
- Maintenance of office supplies and stationary
- Filing
- Employee relation
- General office operations

ASSIGNMENT 3:

Company : Alfa Consultancy
Role : Assitant HR Admin

Responsibilities:

- Sourcing profiles by visiting job portals, candidate referrals, job posting.
- Screening the CV's as well as conducting HR validation.
- Conducting preliminary interviews and negotiations with candidates.
- Identifying candidates on the basis of technical requirements.
- Scheduling interviews and verifying candidate's credentials and expectations.

OTHER INFORMATION

Marital Status : Married

Visa Type : Spouse Residence Visa