**Gulfjobseeker.com CV No:** **1208568**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

To contact this candidate use this link

<http://www.gulfjobseeker.com/feedback/contactjs.php>

**RESUME**

***Nationality****: Indian,* ***Date of Birth****: 31-03-1988.*

**Career Objective:**

*To establish myself in the field of 'Human Resource and Administration to utilize my skills, passion and experience with sincerity to help organisation to achieve high progress and grow with.*

**Education:**

* 2010-2012 Smt. Chandibai Himathmal Mansukhani College, Mumbai.

Mumbai University,   
Degree: **M.Com Management** Passed with second class.

* 2010-2012 ISB, Mumbai.  
  **Master in Business Administration**: ***Human Recourses.***
* 2007-2010Siddharth College of Commerce & Economics, Mumbai.  
  **B.Com (Accounts & Finance)** *passed with first class***.**
* 2005-2006 Higher Secondary Certificate (HSC)

*Passed with second Class.*

* 2003-2004 Secondary School Certificate (SSC)

*Passed with second Class.*

**Languages Known:**

English (Read, write, speak) Hindi (Read, write, speak)

Marathi (Read, write, speak) Malayalam (Read, write, speak)

Tamil (understand)

**Employment History:**

***Chief Advisor to SHIKSHA.COM (Edge india ltd)***

***2010 to present( freelancer)***

* Counselling & training students, understanding the query of students', parents and teachers and guiding and giving training. attending & various seminars.

***1st May 2013 – 6th Dec 2013, Sanskrithi Business School, Puttaparthi.***

***HR Manager & PRO/ Assistant professor***

* Screening of employees, Resumes and arranging the joining formalities
* Conducting induction training, periodical motivational training.
* Conducting HR & Strategic management lectures & practical training for students.
* Implicating HR policies imposed by Top Management
* Reporting Chairman and Group Director.
* Imposing security guidelines for college and hostel premises
* Helping top management in forming organisational design
* Performance appraisal
* Listening and finalising exit formality
* Preparing Press Note

***30th Aug 2012 – 1st April 2013, Clearpath Technology, Andheri, Mumbai – 56.***

***HR Administrator (Generalist)***

Duties: - listen to employee grievances, understanding the problem, encouraging and helping employee to empower through conversations and training. Answering phone calls, dealing with enquiries and provide general information to job applicants regarding HR procedures.

* Conducting induction training, stress management & motivational training.
* Preparing and issuing employment contracts to new employees.
* Making sure that all employee records are accurate and well maintained.
* Organizing induction ceremonies and training for new staff.
* Setting up and maintaining a employee’s personnel files.
* Involved in the performance review of staff.
* Finalizing paperwork for when a member of staff leaves employment.
* Researching a employees references and academic qualifications.
* Assisting with the recruitment and selection process.
* Reading all correspondence including inquiry letters, job applications and CVs that are sent in.
* Screening telephone calls for the senior recruitment managers.
* Attending exit interviews.
* Present when disciplinary hearings are held.

***6th Sep 2010 – 6th Aug 2012: Arun Engineering Works, Thane.  
Administrator.***

* + Finishing joining formalities
  + Conducting induction training
  + *Monitoring work of workers, Managing Phone calls, Updating Attendance and maintaining office files and stationery.*

**Personal Achievement:**

* *Chief Advisor to one of India’s leading counsellors portal “Shiksha.com”*
* *Zonal Head of youth wing to one of largest NGO in India; Sree Narayana Mandira Simiti*
* *Team leader for youth wing in one of india’s largest NGO, SNMS*
* *Certificate of appreciation from Siddharth college for meritorious performance in B.Com*
* *Administrator to one of the leading fans group in facebook “Yesudas Fans Club”*