CURRICULUM VITAE



IHJAS

Nationality: Indian

22 years old

Ajman, UAE

**@**: [ihjas.204984@2freemail.com](mailto:ihjas.204984@2freemail.com)

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| **JOB RESPONSIBLITIES** |

Job Responsibilities Can Handle

* Can interface well with clients and customers.
* Can able to handle consultants/ guests/ clients visiting the executive office.
* Ability to perform office duties.
* Able to present ideas and suggestions efficiently.
* Can perform analytical and problem solving skills.
* Capable of understanding detailed business process and procedures.
* Ability to work under pressure.
* Able to manage staffs in a department.
* Writing accurate reports through the detailed analysis of data.
* Ability to handle communication based jobs.
* Ability to work in a timely manner.
* Able to build a working atmosphere that has energy, vitality and fun.
* Can perform executive jobs efficiently.
* Able to assist administrator in a department.
* Able to conduct telephonic conversation with customers/ consultants/ clients.
* Ability to perform secretarial jobs.
* Ability to perform customer care activities.
* Financial Management.
* Can assist HR Manager.
* Able to perform Managerial functions.
* Can perform Project preparation skills.
* Can arrange appointments with clients.
* Assist with day to day operations of the HR functions and duties.
* Can compile and update employee records.
* Can process documentation and prepare reports.
* Can control quality of operations
* Conduct initial orientation to newly hired employees.
* Can manage employees from different departments.

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| **EDUCATION** |

2012-2015 Bachelor of Business Management (Specialized in Human Resource) from University of

Bangalore.

COLLEGE New Horizon College, Bangalore, India 

2012 Twelfth (Central Board of Senior Secondary Education), Kerala, India 

2010 Tenth (Central Board of Senior Secondary Education), Kerala, India

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| LANGUAGES AND COMPUTER SKILLS |

Malayalam Mother Tongue

Tamil Fluent

Hindi Fluent

English Fluent

Arabic Read and Write

Computer Efficient in Microsoft Office

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| EXPERIENCE |

2 Years (Current Employer)

2015 September-Present

Quality Officer (QA/QC) in HAWARD TECHNOLOGY MIDDLEAST 

Job Responsibilities

* Quality Checking of Training Courses before, during and after.
* Course Handling by assuring the standards and its fulfillment.
* Conducting Instructor's Interview for different nationalities.
* Course Coordinator Briefing and Orientation.
* Course Participant Interview both casual and formal.
* Efficient Email and Telephonic Communication.
* Making Reports of Courses.
* Course Visit in Hotels for Quality Assurance.
* Course Preparations by preparing manuals and other requirements.
* Supervising Course Coordinators for efficiency.
* Course Monitoring through phone calls, emails etc.
* Preparing and scheduling Site Visits for Training purposes.
* Investigating equipments required for practical session in the course.
* Conducting briefing for Course instructors and orientation.
* Preparing customer complaints.
* Problem solving.
* Follow-up for all communications.
* Scheduling meetings with companies for course requirements.

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| LICENSE |

UAE Driving License

License No: 2347708

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| PERSONAL ACHIEVEMENTS |

Events Won first prize in Business Expo conducted by New Horizon college of Management,

Bangalore, India in February, 2015.

Awards Received Certificate of Appreciation for Voluntary Service in 12th Teambuilding Activity

conducted on February, 2017 in Haward Technology Middle East, Abu Dhabi, UAE.