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To make a sound position in corporate world and work enthusiastically in team to achieve goal of the organization/MNC with devotion and hard work.

To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self development and help me achieve personal as well as organization goals.

To seek challenging assignment and responsibility, with an opportunity for growth and career advancement as successful achievements.

 Now seeking a suitable human resource officer/Accounts/ Admin position with an ambitious company.

**KEY COMPETENCIES AND SKILLS**

* Knowledge of Advanced HR Principles
* Ability to negotiate with candidates
* Thorough understanding of developing and implementing HR policies and procedures
* Lateral thinker with ability to manage solutions for complex problems
* “Can do” attitude
* Commitment to career

**SPECIAL KNOWLEDGE**

• Interviews/Selection Process • Payroll Administration

• Training • Recruitment

• Disciplinary Procedure/Terminations • Resume Scrutiny

• Attendance and Leave Management • Contract Witting

**ACADEMIC ACCOMPLISHMENTS**

**M Com**( Finance) 2012 *from* S.S College, Poothotta-Kochi (M.G University) **72%**

**MBA (HRM - Distance Education)** 2011 *from* Bharathiar University, Coimbatore **70%**

**B Com** - 2009 *from* Vidyaniketan - M.G University, Kottayam **67%**

**Higher Secondary(12th)** 2006 *from* GGHS, Ernakulam(Kerala State Board) **85%**

**Secondary (10th)** 2004 *from* GGHS, Ernakulam (Kerala State Board) **75%**

**WORK EXPERIENCE (HR)**

**Muthoot Finance Ltd. - *HR Executive***

November 2013 to April 2014

Maintain Attendance and Leave Records

• Keeping a track of attendance of Employees

• Sending daily attendance Report to higher authorities

• Seeing to it that there is not much absenteeism on any given day

• Seeing to it that no employee is irregular and if there are any such people , taking corrective or/and preventive measures

• Filling leave forms and keeping a track of leave taken. Giving online sanction to leave applied by employees on day to day basis

• Submitting Loss of Pay list of employees on respective months , so that the salary can be processed considering the leave taken

• Responsible for handling of Employees Queries

**Rajashree Motors** (Mercedes Benz Dealer in Kerala) Kochi - Kerala - ***HR Assistant***

January 2013 to October 2013

• Provides payroll information by collecting time and attendance records.

• Maintains employee information by entering and updating employment and status-change data.

• Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone

**Chinmaya Vidyalaya** – Kochi – Kerala - ***Lecturer – Commerce***

August 2012 – December 2012

• Delivering lectures, seminars and tutorials;

• Designing, preparing and developing teaching materials

• Assessing students’ coursework

• Setting and marking examinations

• To teach at undergraduate and graduate level in areas allocated by the Head of Department

**COMPUTER KNOWLEDGE**

PGDCA, TALLY, MS OFFICE,

Platforms: Windows XP

**PERSONAL SKILLS**

• Comprehensive Problem Solving ability

• Quick Learner

• Dedicated, hardworking and punctual

**PERSONAL DETAILS**

DOB: 08/02/1989

*Sex : Female*

Nationality: Indian

Religion : Hindu

Mother tongue : Malayalam

Languages Known : English, Malayalam, Hindi

***DECLARATION***

*I hereby declare that the above furnished details are true and to the best of my knowledge*