

238694@gulfjobseekers.com

**CAREER OBJECTIVE**

 To make the most of my intellect, acquired scientific knowledge, skills and dedication for making valuable contributions to the progress of the organization of which I will be a part

**PROFESSIONAL SUMMARY:**

A dynamic professional with relevant experience in Operations and Customer service with well known organizations.A keen communicator with ability to relate to people across all hierarchical levels in the organization.

**GERONIMO HEALTHCARE SOLUTIONS PVT LTD. INDIA**

**HR ASSISTANT:(7-Jan-2013-27-Feb-2015)**

**Job Responsibilities:**

Supports human resources processes by administering tests, scheduling appointments, conducting orientation, maintaining records and information.

**Job Duties:**

* Substantiates applicants' skills by administering and scoring tests.
* Schedules examinations by coordinating appointments.
* Welcomes new employees to the organization by conducting orientation.
* Provides payroll information by collecting time and attendance records.
* Submits employee data reports by assembling, preparing, and analyzing data.
* 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; relaying messages; maintaining equipment and supplies.
* Maintains employee confidence and protects operations by keeping human resource information confidential.
* Maintains quality service by following organization standards.
* Maintains technical knowledge by attending educational workshops; reviewing publications.
* Contributes to team effort by accomplishing related results as needed.

**PAST EXPERIENCE:**

 **SELECT SERVICE PARTNER(SSP) UK LTD .LONDON(UNITED KINGDOM)**

Experience: 1-Dec-2010 to 21- Oct- 2012)

 **UNIT TEAM LEADER – CUSTOMER SERVICE:**

**Roles and Responsibilities;**

* Maintain customer satisfaction by providing problem-solving solutions
* Managing daily progress of the staff
* Record daily incoming products and outgoing products
* Checking the till progress of staff
* Regularly update job knowledge by participating in educational opportunities reading professional publications and maintaining personal networks
* Motivating the staff for unsealing by conducting the competition between them and reviewing the sales by the weekly

**MBA RESEARCH PROJECT**

A case study on the perception and attitude of Indian student nurses towards Primary Health Care in reference to Andhra Pradesh State, India.

**ACADEMIC CREDENTIALS**

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| Exam | Board/University | Year |
| M.B.A (H.R.M) | University of WALES, UK | 2012 |
| B.Tech (Mechanical) | JNTU-HYD | 2009 |
| Intermediate | Board of Intermediate Education, A.P. | 2004 |
| S.S.C. (Class X) | BSSC A.P. | 2002 |

**SCIENTIFIC ACQUAINTANCE/TRAINING**

* **Training**: Experience in **MS Office -** Word, Excel, Access, Power Point and Outlook 2013.
* **Projects handled**:
	+ 1. Undertaken an internship at “Select service partner UK LTD”, London in Customer Service for a duration of six weeks
		2. Project entitled “Resource Outsourcing” for a duration of six months in partial fulfilment of Post-graduate diploma in Information Technology

**TECHNICAL PROFICIENCY**

* Proficiency in Microsoft Office-Word, Excel, Publisher and PowerPoint
* Computer competent, mechanical aptitude and project management skills

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I hereby solemnly declare that all the information provided here is true to the best of my knowledge. If I get a chance, I assure you that, I will prove myself as an asset to your organization.