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**Professional summary**

* A dynamic person aspiring for challenging roles where my education and skills will have valuable application with scope for continuous learning and improvement.
* An effective communicator with exceptional relationship management skills displayed while interacting with the co-workers during academic projects.

 **Professional Qualification**

* **MASTER OF BUSINES ADMINISTRATION (MBA)** ( 2Years Course 2007-2009**) in Human Resource & Marketing** from Mangalam College of Engineering & Technology ,Completed in 2009

 **Previous Work Experience**

**I**. Worked as a **Junior HR Executive** from June 2012 to February 2013 in **M/s Sanjeevani**

 **Multi Speciality Hospital, Chengannor, Alappuzha Dist, Kerala**

**Responsibilities:**

* Daily routine office administration
* Keeping employees records
* Recruitment & selection process
* Drafting offer & appointment letters
* Maintaining attendance register and leave management
* Punching calculation.
* Performance evaluation and conducting exit interviews

**II.** Worked as **HR Executive**  from January 2010 to25th June 2011

 in **GM capital and financial services ,**Kottyam ,India

**Responsibilities**

* Daily routine office administration
* Keeping employees records
* Conducting interviews and selection.
* Arranging training and employees’ appraisal by giving questionnaires.
* Personal assessments.
* Motivating employees by timely interaction and periodical meetings.

**III.** Worked as a **Financial Executive at Bharti Axa Life Insurance,**Kottayam for 4 months.

**Responsibilities**

* To sell a certain number of policies
* Attaining targets within a certain periods

**Academic Projects**

 **Mini Project Works:**

* An Organization Study at Kerala Minerals and Metals Ltd, Chavara, Kerala
* A study on the Customer Service Of State Bank of Travancore.
* Satisfaction among employees at Glow Networks Private Limited, Bangalore

**Noted Achievements**

* Had attended International seminar on Time Management.
* Attending Management Meet at St.Berchmans ,Kerala

**Computer Awareness**

* Computer skills : M S Office (M S Word, M S Excel, Power Point), Tally 7.2

**Personal Details**

Date of Birth : 30th May, 1987

Marital Status : MARRIED

Linguistics Abilities : English, Hindi & Malayalam.



**Gulfjobseeker.com CV No:** **1464852**