**CAREER OBJECTIVE**

To work in a dynamic environment that provides me a wide spectrum of experience and exposure. And there by to enhance my professional skill in a dynamic and stable work place and to use my knowledge and skill for the development of the organization

**PROFILE SNAPSHOT**

* Worked as **Assistant HR Manager** in Mahalekshmi Silks from 06-02-2014 to 06-08-2015
* Worked as **Business Development Executive** in Pivot Systems from 12-11-2012 to 13-12-2013.
* Possess excellent supervisory and monitoring skills with ability to multi-task, work under pressure and meet deadlines
* Self-starter and able to work with minimum guidance. Highly trustworthy, discreet and ethical
* Excellent communication with interpersonal, analytical & leadership skills and hard working.

**ACADEMIC CREDENTIALS**

* **MBA [Human Resource and Marketing]** from Anna University, Tamil Nadu in 2012 with 72% aggregate mark.
* **B.SC Mathematics**, from M.G University, Kerala, India in 2010 with 45% aggregate mark.
* **12th** from NSSHSS, Kunnamthanam, Pathanamthitta, Kerala in 2007 with 61% aggregate mark.
* **10th**from MGDHSS, Puthusserry, Pathanamthitta, Kerala in 2005 with 65% aggregate mark.

**PROFESSIONAL EXPERIENCE**

**HR/MARKETING**

* Worked as **Assistant HR Manager** in Mahalekshmi Silks from 06-02-2014 to 06-08-2015.

**Key Responsibilities Handled:**

* Developing the HR plans and policies in conjunction with the company’s overall development plan.
* Overall responsibility of man power planning and recruitments.
* Developing the induction programs for the new recruits.
* Working out the compensation plan and policies.
* Conducting researches to study the current compensation trends in the market.
* Developing and implementing the performance appraisal system for the company and co-coordinating it with other line managers.
* Co-coordinating with finance department for processing of payments to employees.
* Identifying the training needs, developing training programs to ensure constant learning and development of employees.
* Establishing a proper organizational structure.
* Developing and implementing disciplinary policies.
* Developing and implementing employee welfare policies.
* Developing the exit process for the employees.
* Dealing with the final settlement of employees when they leave.
* Maintaining good internal communication within the company.
* Developing various reports for management which make it easy to make decisions regarding the current resources.
* Worked as **Business Development Executive** in Pivot Systems from 12-11-2012 to 13-12-2013.

 **Key Responsibilities Handled:**

* Analyze, indent and research the market prospects.
* Develop and execute marketing campaigns.
* Schedule and arrange appointments with clients.
* Prepare sales strategies and proposals to develop new business. Single point of contact for all business documents like RFP’s, RFI’s, RFQ’s, NDA documents and involved into client presentation and case study documents.
* Strategic thinker with tactical focus on top line revenue growth
* Sugar CRM sales and marketing in India& US.
* Value proposition and End to End Sales - enterprise accounts
* Requirement Analysis and Discovery Process
* Working closely with VP & Sales Head and involved into Strategic decisions, Business Intelligence Analysts and MIS Analyst reporting on weekly basis.
* Experience working with Fortune 500 companies.

**AREAS OF EXPOSURES**

**MBA: PROJECTS**

1. Topic : An Organizational Study at Toms Pipes Private Ltd

Company : Toms Pipes Private Ltd, Kottayam, Kerala

 Duration : One month

1. Topic : A Study on Service Quality at AVG Motors Ltd

Company **:** AVG Motors Ltd, Kottayam, Kerala

Duration : Six months.

**ADDITIONAL COMPUTER SKILLS**

* Sugar CRM
* Muziris- Accounting & Billing
* Operating Systems :Windows XP/Vista/7/8
* M S Office
* Familiar with Internet Operations

**PERSONAL DOSSIER**

Age & DOB : 25, 13-12-1989

SEX : Male

Nationality : INDIAN

Marital status : Single



**Gulfjobseeker.com CV No:** **1486092**