To,

**The HR / General Manager**,

Dear Sir/Madam,

Sub: A request for getting associated with a great organization.  
  
I am writing to you concerning my interest in associating with your organization as I believe that my experiences and exposure in the field of Human Resource make me qualified to meet the needs of your organization. Enclosed is a copy of my resume for your kind perusal.  
  
A summary of my qualifications is as under:

* **MBA-HR**, University of Wales, London.
* B Sc from University of Calicut.
* More than **4 Year** Experience as **Admin & HR Assistant**.
* Excellent data and analytical skills, and strong writing skills.
* Computer Skills: **SAP FI/CO**
* Experienced in M S Office (Word, Excel, Power Point)

Given my HR background and my qualifications, I feel I would be an ideal candidate, who can be associated with your organization. You can reach me through my personal contact number and e-mail Id mentioned above.  
  
Thank you for your precious time and consideration.

**RESUME**

**career objective**

Passionate to work in the area of HR for a reputed organization, where I can contribute my knowledge and skill for the growth of the organization and for the growth of my career.

**Education**

* **MBA-HR** University of Wales, London. November-2012
* **B.sc (Bio-Chemistry)** from University of Calicut. April-2008
* **12th** from VHS School, Valanchery, Kerala State Syllabus. March-2003
* **10th** from GHS School, Kuttippuram, Kerala State Syllabus. March-2001

**Work Experience**

# **Oct 2012** – Feb 2014

# Working with **Adventure Trading LLC** Ajman, UAE

Designation: **Admin & Assistant HR**

**ROLES & RESPONSIBILITIES**

* Short-listing candidates.
* Writing up contracts, including terms and conditions.
* Resolving typical and common hiring problems.
* Document management.
* Making sure that all employee records are accurate and well maintained.
* Inform to all on Visa, Passport and other all documents expiry Dates.
* Verification of all staff documents.

**Jun, 2008 – Oct, 2010**

Worked with ***Ayurgreen Health Village (Pvt.) Ltd***. Edappal, Kerala, INDIA

Designation : HR Assistant.

**ROLES & RESPONSIBILITIES**

* Hiring.
* Mentoring.
* Training and Performance Monitoring.
* Administration – Employee Meeting.
* Managing Pay Structure.

**TECHNICAL KNOWLEDGE**

* Travel and Tourism Studied at Akbar Academy.
* **SAP (FI/CO)**

FI- (General Ledger, Accounts Payable, Accounts Receivable, Asset

Management, Cash Management, Reporting)

CO-(Cost Center Accounting, Internal orders, Overhead Assessment, Profit center Accounting)

* Experienced in M S Office (Word, Excel, Power Point)

**skill sets**

* Excellent Communication.
* People management.
* Inter personal skill.
* Motivation.
* Decision making.
* Ability to put extra effort when called for.

**Personal Details**

* Date of Birth : 21-September-1985
* Sex : Male.
* Marital Status : Married.
* Nationality : Indian.
* Languages known : English, Malayalam, Hindi.
* Visa status : Visit.



**Gulfjobseeker.com CV No:** **1507128**