**CURRICULUM VITAE**

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| New_logo.gif  **Whats app Mobile:+971504753686**  **Gulfjobseeker.com CV No:259413**  E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com) |  |

**CAREER OBJECTIVE:**

To be a part of the challenging team which strives for the better growth of theorganization and which explores my potential and provides me with the opportunityto enhance my talent with an intention to be an asset to the company*.*

**KEY SKILLS AND ATTRIBUTES**

* Technically proficient in MS Word, PowerPoint, MS Excel, tally, videography.
* Team player, determined performer.
* Inter personal and Soft Skills.
* Ability to provide administrative support services.
* Believes in hard work & Self confidence
* Excellent written and verbal communication skills
* Working under strict time lines and delivering under pressure.
* Ability to adapt quickly to procedural and technological changes.

**EDUCATIONQUALIFICATION:**

**Bcomgraduate: 2014** - St. Aloysius College, Mangalore, India.

**Pre University(10+2):**2011- St. Aloysius PU College, Mangalore, India.

**Secondary School (SSLC):** 2009-St Joseph Joyland, MangaloreIndia.

**Computer/Software Proficiency:** MS-Office, Ms Excel, Tally, powerpoint, SAP ( on progress)

**Correspondence in events and management: 2013 St**. Aloysius College,

**Investment management: 2014, S**t Aloysius college,

**INTERESTS AND TALENTS:**

Singing, dancing, painting, photography.

**Strengths:**

* Good listener
* Patience to listen to other views
* Team leader ability
* Hard working and determined
* Jovial
* good communication skill
* Good decision maker

**EXTRA CURRICULAR ACHIEVEMENTS:**

* Won 1st in singing
* Secured 1st in Painting
* Trained on visual merchandising
* Runner up in badminton game
* Did a event for the children welfare , 2013
* Attended a Seminar in HR management

**PERSONAL PROFILE:**

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| **Date of Birth** | 07 march 1993 |
| **Languages spoken** | English, Hindi, Kannada, corgi |
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| **Marital status** | Single |
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**WORK EXPERIENCE:**

**HR Assistant** : Oct 2013 – Oct 2014

: Sky Blue Builders.

**Roles & Responsibilities**

* **Induction and Joining Formalities:**
* Plan, organize, and conduct induction programmed for the new joiner.
* Complete the joining formalities i.e. collect the required documents, creation of login id for attendance.
* **Formats of all the letters**
* Offer letter
* Appointment letter
* Increment and Promotions letter
* Confirmation letter
* Experience letter
* Relieving letter
* Warning letter
* Termination letter
* Address Proof letter
* Training letter
* **Formats and Forms**
* Interview assessment form
* Employees Joining report
* Leave application form
* Reimbursement form
* Exit formalities form
* No due certificate
* **Attendance, Payroll & Salary Administration**
* Maintain the employee attendance in Time management system and generate the attendance report by online system for the salary process.
* To coordinate with the finance for monthly payroll system, make necessary entries for new joiners, separation cases, unpaid leave.
* Follow-up with bank for timely credit of salary and Issuing salary slips.
* **HR Policies**

Implement, review, redesign and introduce HR manuals with policies and uploading in the system.

* **HR Administration and Welfare**
* Offer, release, bank account opening, ID card coordination, sending details to the support staff.
* Clarify the employee grievance and various issues/queries on leave policy, salary payment.
* Maintain the notice board with the information about “Thought of the Day” message, Employee of the month announcement, articles on weekly and fortnightly basis.
* Maintain HR Files and employee information in various reports like employee data base, employee CV’s, preparing all HR letters and certificates etc.
* **Full and Final Settlement and Exit Process**
* Conducting exit interview process for resigned, quit/ terminated employees.
* Coordinate and maintain the full and final settlement with the help of finance division and sending circular to other department at the time of relieving of an employee.
* Analyzed the issue by giving warning through verbally or written by issuing warning letter till termination of employees due to continuous absenteeism, no prior intimation before taking leaves, unable to reach assigned targets, lack of ownership and responsibility etc.
* **Compensation**
* Understand the salary structure and working with the structure. (for example basic should not go more than 50% of the gross).
* Selection policies, attendance management system, exit interviews, transfers and re-deployments as per staffing projections.
* Handling salary negotiations, increments and compensation administration.

**Senior Customer Service Executive** : Dec 2014 – Mar 2015

: SERCO Company.