

Whats app Mobile:+971504753686

 Gulfjobseeker.com CV No:1569066

E-mail: gulfjobseeker@gmail.com

**Career Objective**

Seeking an important and challenging role in an organization where I can interact with new people and show my abilities.

 **Career Summary**

- Worked as an expert HR executive with proven expertise in implementing the policy and procedure, screening, interviewing, recruiting and hiring, having 3 year of hand on experience.
- Skilled in attracting the most qualified employees and matching them to jobs for which they are well suited.

**Personality traits**

* Innovative thinker and excellent leadership qualities.
* Ability to work under pressure and meet the targets .
* Efficient in communicating in written and verbal both.
* Good negotiation skills.

**EMPLOYER**

1. Worked as Administrative Officer at “**SPECTRUM INTL. LLC**” From Feb. 2015 – June 2015.

**Key Responsibilities handled**

- Maintaining & Assigning service Schedule of the Engineers for various site locations.

- Taking proper follow up actions after the servicing.

- Maintaining Proper contact with the clients through Emails in order to keep a track record of the services and complaints.

- Solving problems at the site location regarding product replacement or new installation & supply at various locations.

- Generating LPO’s for buying the products.

-Generating Quotations on the basis of previous service records.

**EMPLOYER**

**B.** Worked as HR Executive at” **IST STEP TUTORIAL** “From June 2012- January 2015.

**Key Responsibilities handled**

- Assist the HR manager in planning of Organizational recruitment.
- Take the interview of the candidates.
- Make the joining documents of candidates.
- Convey the Policies and rules to the employees.
- Maintain the records of employees.
- Track the daily attendance of the employees.
- Present the employees performance report in front of HR manager.

**Computer knowledge-**

* Ms office 2003, 2007,
* Adobe Photoshop
* Ms outlook
* Javelin ERP
* WINDOWS XP, 2000, Vista, Window 7.
* Internet Applications

.**Academic Qualification**

- MBA in HR + Marketing from Lovely professional University For the period of 2010 - 2012
- BCA from Vinayka Missions University for the period of 2005 – 2008.

**Workshops and Professional Training**

Attended Personality Enhancement Program of 72 hours during the tenure of MBA , under one of the best training institute “THE CYNOSURE”

* Attended Management Trainee Workshop of 42 hrs under “Making India employed “

**PROJECTS**

1. **Summer Internship Project:** “Study on Market Analysis & Consumer Behaviour About Current Accounts” HDFC bank Jammu.

 **Project Learning’s**

* Apart from Current Accounts and Savings Accounts also learned about personal loans as well as Credit Cards.
* In and Out of the banking.
* Managing of cash flow.
* Verification and understanding of banking documents.
* Good knowledge of DBR (debt balance ratio).
1. **Capstone Project:** “Effect of visual merchandising on consumer behaviour in the retail sector “

**Project Learning’s**

* Understood 5 P’s of Marketing.
* Factors affecting buying behaviour of customers.
* Various factors of marketing which results in the growth of sales.
1. **Research Management Project :**” An Empirical Study on the Consumer loyalty towards Cadbury Chocolates’ “

**Project Learning’s**

* Reasons behind the popularity of Cadbury Products.
* Analyzed the factors affecting consumer’s perception.
* Consumer’s perception towards the product.
* Factors leading to the popularity and demand of the product.

**Personal Details**

 Date of Birth : 25th July 1987

Marital Status : Married

**Languages Known**

 Hindi, English, Punjabi.