**First Name of Application CV No 1621656**

Whatsapp Mobile: +971504753686



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**Résumé**

 Date of birth: 23rd March 1990

 Marital Status: Single.

 Nationality: Indian.

To be an asset in the organization I work with as part of the HR team. Thus to build up the capacity of being self directed which will help in upgrading my knowledge and skills and make a difference in whatever I do.

Seeking a position with the utmost utilization of my academic and profession skills. And to be a part of professional work environment and to pursue it as a career.

 **KEY SKILLS**

* Can easily grasp new concepts.
* Good communication and presenting skills.
* Good computer operating skills.
* Adapt to any kind of environment
* Ability to work as a team enthusiastically
* Sincere, committed & hardworking

**EMPLOYMENT HISTORY**

**The New Indian Express** Kochi, Kerala, India:

17th August 2015 – 28th December 2015

**Marketing Support Executive**

**Responsibilities Include:**

* Dealing and sorting out clients problems.
* Creating good reliable relations with the clients and credibility of the organization among them.
* CNC Report entry on a daily basis.
* Revenue tracking of all the team members.
* Email Tracking and co-ordination with scheduling department
* Collecting mobile bills from executives and its processing
* Updating leaves taken by all the executives in the oracle software

 **Thomas Mount Consulting Pvt. Ltd Kochi, Kerala, India:**

 15th January 2015 – 14th August 2015

 E x e c u t i v e – O p e r a t i o n s

 **Responsibilities Include:**

* Handling internal recruitments.
* Preparing &Maintaining Daily Reports
* Managing attendance and leave records

**Muthoot Finance Limited,** Kochi, Kerala, India:

21st January 2013– 20th December 2015

 **HR Executive**

**Responsibilities Include:**

Involved in major HR activities which includes Welfare Measures, payroll and separation process.

* Directly responsible for Staff Welfare Measures
* Payroll Processing and ensuring timely disbursement of salary to the employees
* Provided active support for ESI section.
* Managing separation process of the employees including Full and Final settlement.
* Clarification on various HR policies to Staff and extending cooperation to Branches on matters related to HR policy and frame work.
* Payroll processing on a monthly basis

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**BPP University,** Kochi, Kerala, India:

September 2011– December 2012

**Academic counselor**

**Responsibilities Include:**

* Assisted students to identify their academic values and goals, consistent with their capabilities, interests, and educational backgrounds.
* Helped students define and develop educational plans; assisted in the selection of appropriate course work and opportunities to achieve students goals.

 **TRAININGS &ACHIEVEMENTS**

* Done summer internship in Strides Arcolab Ltd., Bangalore.
* Coordinated state level management fest De’novo 2k11, conducted by the department of management studies on March 2011.
* Actively coordinated the International Seminar program – Eklavya conducted by Toc H Institute of Science and Technology.
* Done project in Cochin International Airport Ltd, Cochin on the topic “A study on quality of work at CIAL”.

**ACADEMIC QUALIFICATIONS**

* Master of Business Administration (MBA) in Human Resource and Finance, from Toc H Institute of Science & Technology under CUSAT, India
* Bachelor of Science (B.Sc.) in Mathematics from St. Teresa’s College Ernakulam under MG University, India

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