**First Name of Application CV No 1623570**

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**CAREER OBJECTIVES**

HR and Administration department which gives platform to start my career for new learning and to add value for the profitability of the organization

QUALIFICATIONS

**MBA | 2013-2015 | KARUNYA UNIVERSITY BUSINESS SCHOOL, COIMBATORE**

University : KARUNYA UNIVERSITY

Specialization : **Human Resource Management**

CGPA : **7.5**

**B.Sc., |2010- 2013 | SRI KRISHNA ARTS AND SCIENCE COLLEGE, COIMBATORE**

University : BHARATHIAR UNIVERSITY

Specialization : **Hotel Management and Catering Science**

CGPA : **8.1**

**DETAILS OF PROJECT AND INTERNSHIPS**

**Project work and Trainee in MBA HR from March 2015 – May 2015**

An Opinion Study on “**Employees Recruitment and Retention process**” at Shakespeare and Co, Dubai under the guidance of HR Manager Ms. Corina Carstea.

* Preparing all documents pertaining to Ministry of Labor (visa, labor card, EID).
* Preparing documents for Health Test/Medical and coordinate with PRO for necessary medical test for the newly joined employees or renewals.
* Ensuring all timely renewals are done for the labor cards/contracts/residence visas.
* Upkeep and monitoring of all staff files ensuring that all is in place as per audit requirements.
* Coordinating with Government Relations PRO in order to complete any pending application.
* To arrange flight reservations and land transportation for new employees as soon as employment visa is issued and the confirmation of the expected arrival of the new employee.
* Perform general clerical duties which include photocopying, mailing, and filing.

**Summer Internship Training in MBA from June 2014 – July 2014**

“**An organizational study of ALOFT Hotel**,” Coimbatore in (**HR, Finance, Sales, IT**) departments for one month under the guidance of Deputy HR Manager Mr. Hariharan

**Project work in B.Sc., Hotel Management from May 2012 - September 2012**

Undergone training in “Kohinoor Asiana Hotel” Chennai in (**Front Office, Food & Beverage service, Food Production, House keeping**) for four months under the guidance of Training Manager Mr.Saravana kumar.

**Academic Achievements**

* Secured university rank in B.Sc., Hotel Management during 2010-2013
* Participated in INCIST-2013 and won 1st place in Restaurateur.
* Secured Distinction in MBA HR during 2013-2015.

**Extra Co-curricular Activities**

* Event organizer at “**Radisson blu Temple bay**” Hotel at Chennai during 2012-2013
* Program coordinator for “COMETZ South Indian level Hotel management cultural events” conducted for the Students during Feb 2013.

**Academic Achievements**

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**Professional Skills**

* Good written and verbal communication skills.
* Having good presentation and negotiation skills.
* Human Resource : Skills can facilitate top executive desk’s easy flow.
* Software Skills : Ms Word, Ms Excel, Ms PowerPoint.
* Linguistic Skills : Fluent in English, Tamil and Malayalam.

**Personal Skills**

* Competitive attitude.
* Having strong problem solving and analytical skills.
* Ability to work in a team structure.
* Willingness to learn.

**Personal Details**

* Date of Birth : 13th February, 1992
* Nationality : Indian
* Interest : To guide and motivate the employees, cooking, gardening, reading leadership books.