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| **First Name of Application CV No 1648140**  Whatsapp Mobile: +971504753686  New_logo.gif  To get contact details of this candidate Purchase our CV Database Access on this link.  <http://www.gulfjobseeker.com/employer/services/buycvdatabase.php> |  |

**CAREER OBJECTIVE:**

To deliver my skills effectively to solve challenging problems in an organization which provides an environment that supports continuous learning and professional growth.

**PROFESSIONAL EXPERIENCE:**

1. **LE ROYAL MERIDIEN, CHENNAI**

**Human Resources Assistant**

(From June 2015 to December 2015)

**RESPONSIBILITIES**

* Compile and update employee records (hard and soft copies)
* Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
* Coordinate HR projects (meetings, training, surveys etc) and take minutes
* Provides payroll information by collecting time and attendance records.
* Submits employee data reports by assembling, preparing, and analyzing data.
* Maintains employee information by entering and updating employment and status-change data.
* Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies.
* Properly handle complaints and grievance procedures

**EDUCATIONAL QUALIFICATION:**

**M.B.A Human Resources Management**  2013 – 2015

SRM Arts & Science College, Chennai

**B.Sc Hotel Management**  2010 – 2013

Jamal Mohamed College, Trichirapalli

**H.S.C**  2009 – 2010

Kittappa Municipal Higher Secondary School, Mayiladuthurai

**S.S.L.C** 2007 - 2008

S.N.T.C High School, Mayiladuthurai

**CO-CURRICULAM**

**Computer Proficiency:**

Microsoft packages **:** Professional in Microsoft Office tools

**INDUSTRIAL TRAININGS**

1. **THE CARLTON HOTEL, Kodaikanal**

**Food & Beverage Service Trainee**

(April 2011 to June 2011)

**RESPONSIBILITIES:**

* To understand all aspects of the training manual and use as reference when necessary
* To listen and respond to customer complaints (acknowledge, apologize, act)
* To maintain proper suites policies/procedures and dress code at all times
* To Perform standardized opening and closing suites procedures (as outlined in the staff training manual) during each shift
* To maintain high standards of cleanliness and acceptable levels of suites appearance at all times

1. **COURTYARD BY MARRIOTT, Chennai**

**House Keeping Trainee**

(April 2012 to June 2012)

**RESPONSIBILITIES:**

* To organize work schedule from the room status list, arrivals and departures
* To respond the guest queries and requests
* To respond the calls for housekeeping problems such as spills, broken glasses
* To ensure confidentiality and security of guest rooms
* To follow all company safety and security procedures
* To report any maintenance issues or safety hazards

**PERSONAL PROFILE:**

D.O.B **:** 28th MARCH 1992

Languages known **:** English, Tamil.