CURRICULUM VITAE

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| Career Objective: |

* A responsible and challenging position that will allow me to explore and enhance my abilities, skills and sense of dedication towards my field of work with a sole aim of contributing towards excelling in the same.

**Professional Qualifications:**

Completed  **Post Graduate Diploma in Strategic Human Resources Management** from Westford school of Management -2015**.**

Completed **Three Years Law Course (L.L.B)** from **Government Law College**; Licensed Advocate with the Bombay High Court.

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| Academic Qualifications: |
| **Degree / Examination** | **University / Board** | **Institute / College** | **Year of Passing / Appearing** | **Percentage** |
| **Bachelors of Arts-****Psychology Majors** | Mumbai University | Jai Hind College  | 2009 | 70.33 |
| **H.S.C**. | Maharashtra State Board | Jai Hind College | 2006 | 80.17 |
| **S.S.C** | Mumbai Board | The Alexandra Girls’ English Institution | 1999 | 72.66 |

 **Work Experience:**

1. **Worked with Digitalmonitor.Ninja a branch of ,Bahrain – Senior Business Development Manager (Online/Part-Time, Africa Region)July 2015-Dec 2015.**
* Following up new business opportunities and setting up meetings with prospective clients .
* Researching Social media sites for prospective clients and communicating product knowledge & developments to prospective clients .
* Planning and [preparing presentations](http://www.totaljobs.com/insidejob/dos-donts-interview-presentations/).
* Overseeing the development of marketing literature
* Writing reports.
* Providing management with feedback.
* Research and build relationships with new clients.
* Set up meetings between client decision makers and company’s General Manager.
* Plan approaches and pitches. Work with team to develop proposals that speaks to the client’s needs, concerns, and objectives.
* Submit weekly progress reports and ensure data is accurate.
* Ensure that data is accurately entered and managed within the company’s CRM or other sales management system.
* Track and record activity on accounts and help to close deals to meet these targets.
1. **Worked with the Grand Millennium Hotel Sulaimani – Human Resources Coordinator**

**(Pre-Opening of the Hotel included) October 2013-May 2014**

Profile Included:

* Providing administrative and coordination support for recruitment that is managed by the Cluster Director Of Human Resources including advertising positions, providing information to potential applicants about the recruitment process, processing applications, arranging interviews and filing relevant documents on recruitment files.

* Coordinating with the on-boarding of new staff including; letters of offer, new starter documentation, creation of personnel files, and enrolment into HR System (Oasys).
* Coordinating the separation of exiting staff and staff which has exited the company or have been dropped out, closure of personnel files, and un-enrolment from HR systems.
* Monitor, track and resolve payroll issues in collaboration with the Finance team at the end of every month.
* Following up with Head of the Departments for every month’s attendance.
* Liasioning with the Government Relations Officer on getting the entry visa and on visa arrival booking tickets for the candidates along with arranging for airport pickups.
* Starting & Following up with the employees welfare through a program named “Employee Welfare Committee” which is started with the sole aim on solving problems of the employees at work, accommodation and any other issues in general.
* Liasioning with the Government Relation Officer for Medical Checkups ,police verification and all the other government related procedures required for obtaining the residency for the on board employees as well as coordinating for exit cards for employees who are terminated or for task force teams.
* Coordinating with the Accommodation Manager and trying to sought out issues with the employee accommodation, also advising on the health and hygiene standards which are to be maintained as per the company policy.
* Keeping a record and updating the recruitment list in accordance with the manning guide.
* Updating the Head of the Departments on a regular basis on the recruitment process for each department.
* Maintaining reports on people on board, people under recruitment process and leavers, recruitment on hold .and submitting a daily report to the Cluster Director of Human Resources.
* Keeping track of probationary period for all the employees in the hotel and on completion, notifying the Head of the Departments for their Evaluation on a regular basis.
* Looking after the company’s and the employees’ welfare in general.
1. **Worked with Maneksha and Sethna, Advocates and Solicitors as an Associate - 2 years**

Profile includes: June 2010- June 2012

* + Conveyance: - Drafting of Agreement for Sale, Wills, Power of Attorneys, Leave and License Agreements, Lease Deeds, Deed of Sales, and Various other Legal documents.
	+ Interacting with senior counsels and counsels in Courts as well as in conferences.
	+ Making appearances before the Hon’ble Mumbai High Court, Arbitrational Tribunals, and Appellate Tribunals.
	+ Conducting research on various types of laws.
1. **Worked in Tata Telecom Services, Human Resources Department, from April 2008 - June 2008**

Profile included:

* Recruiting Trainees at various levelsin the industryfrom various MBA colleges all over India.
* Conducting Interviews and negotiating pay packages with favorable candidates via video conferencing or telephonic or personal interviews.
* Preparing Appointment letters along with the decided pay packages of the recruited candidates.
* Preparing the recruited candidates personal dockets which were to be submitted according to the company policy.
* Achieving recruitment targets set by the company in the decided time period.
1. **Worked as a Intern Counselor for the Human Rights Commission from November 2007-January 2008.**

Profile included:

* Interacting with applicants and documenting the various emotional, physical and mental traumas suffered by them and advising on various ways of coping with them.
1. **Worked as a Intern Counselor at the Paraplegic Home in Sion, (India) from May 2007- June 2007.**

Profile included:

* Interacting with various patients admitted, identifying the psychological distress suffered by them and helping them cope with it by encouraging them to take up various activities which they are physically capable of taking up.
1. **Worked as a Public Relations Executive for Jai Hind College, Public Relations Cell.**

Profile included:

* Meeting and interacting with various forms of media i.e. newspapers like Hindustan Times, Daily News and Analysis, T.V. channels etc. to promote Jai Hind College during various organized events and inter-collegiate events.

**Additional Qualifications:**

* Complete Computer Course in Photo Shop, Coral Draw and 3D Animation from Jai Hind College Computer Club.
* Completed a Trainers’ Program for Basketball, from Maharashtra School Sports Association.
* Good Knowledge of Ms-Word, Excel, PowerPoint, Ms-Office.

**Special Achievements:**

* Awarded the **“Best Employee**” of the month during work period in **Tata Teleservices Ltd.**

**Additional Skills & Abilities:**

Ability to work in a team environment
Sound judgment
Strong work ethics and attention to detail
Excellent verbal and written communication skills
Highly organized with a profound ability to multi-task

**Personal Details:**

Date of Birth: 29th September 1988

 Gender: Female

 Nationality: Indian

**First Name of Application CV No:** **1671330**

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