**JANIOUS**

|  |
| --- |
| **OBJECTIVE** |

* An accomplished, Multilingual, confident, Professional recognized for achievements and performance,Succesful in managing and maintaining territories and establishing alliances between different zones, Enthusiastic, results oriented HR professional with extensive experience in planning and directing all areas of Human Resources that includes but is not limited to: benefits, compensation, employment law, employee relations, on-boarding, payroll, performance management, policy & procedures, recruitment, safety, supervision & training.
* Strategic HR partner executing HR best practices to align the objectives of the organization while maximizing employee potential by fostering a positive work environment that promotes employee morale by developing interpersonal relationships within all levels of the organization utilizing attentiveness, trust, and respect.
* Proven leader with special capabilities in building teams, strategizing and implementing work plans for different departments, self-motivated, hardworking, challenging individual willing to work in an organization, which will allow me to further utilize my skills and experience to further acquire new abilities. Excellent communication and inter personal skills with a confident attitude to deal with clients and customers. I have an open and easygoing disposition with a flexible attitude and I’m driven by my belief in my ability to perform and achieve the best in my career. The experience I have gained leads me to believe that I can and could be an integral part of your organization

|  |
| --- |
| * **EMPLOYMENT**
 |

* Worked twenty one years for the Indian Railways.
* Administration Head - (2009-2013) INDIAN RAILWAYS
* Office Administrator- (2006-2009) INDIAN RAILWAYS
* Billing Clerk- (2002-2006) INDIAN RAILWAYS
* Store clerk- (1996-2002) INDIAN RAILWAYS
* Telephone operator (1992-2002) INDIAN RAILWAYS

* Worked in an NGO teaching kids’ etiquette and mannerisms also helped them in their academics.
* Worked for the Aged CARE-(NGO)
* **computer knowledge**
* Expert in basic use of computer especially Micro soft office.
* Internet savvy
* **SKILLS**
* EXCELLENT interpersonal and written and verbal communication skills.
* Ability to work independently and within cross functional teams.
* Ability to respond and advice on any HR issues.
* Excellent attention to detail and organizational skills.
* Analyzing the requirement of organization.
* Analyze the quality people and contact them through phone, Email.
* Recruit the people and perform various recruitment steps.
* Maintain the existing employees and take the feedback from them.
* Assist the accounts department for making the salaries of employees.
* Make the coordination with various departments.
* Train the new employees.
* Superior communication skills
* Complex problem solver.

|  |
| --- |
| **Educational Qualification** |

ICSE-from St Joseph’s convent school-A.P

Bachelor’s Preparatory course-IGNOU (INDIRA GHANDHI OPEN UNIVERSITY)

Enrolled for English major-IGNOU (INDIRA GHANDHI OPEN UNIVERSITY)

IELTS-2014

|  |
| --- |
| **PERSONAL DETAILS** |

Date of Birth : 7th March, 1972

Gender : Female

Nationality : Indian

Marital Status : Married

[To contact this candidate click this link submit request with CV No](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 