**Curriculum Vitae**

**Name- Uma**

**Uma.283620@2freemail.com**

**CAREER OBJECTIVE**

To gain knowledge, experience and to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. I wish to work as a key player in challenging and creative environment.

**PROFESSTIONAL EXPEREINCE**

* **24th July 2015-Till Date: at deGustibus Hospitality (Indigo & Indigo Delicatessen Chain of Restaurants) Mumbai Maharashtra India.**

**Designation: TR.HR CO-ORDINATOR**

* **2nd Feb 2012-18th OCT 2012: at deGustibus Hospitality (Indigo & Indigo Delicatessen Chain of Restaurants) Mumbai Maharashtra India.**

**Designation: Receptionist & Back Office Assistant**

**WORK PROFILE**

**Designation: TR.HR Co-ordinator**

**Roles and Responsibilities:**

* To maintain records for the recruitments.
* To do the callings from Job Portals for example:- Naukri.com and Shine
* Initiate personal interviews and arrange telephonic interviews.
* Screening the resumes and short listing them.
* Communication and coordination with Chefs and Managers to schedule interviews.
* Taking face to face (HR Round) interviews of shortlisted candidates.
* Employee Joining formalities (Insurance, Account opening, Medi claim, PF, ESIC)

**Job Location: Mumbai.**

**24th July 2015-Till Date: at deGustibus Hospitality (Indigo & Indigo Delicatessen Chain of Restaurants) Mumbai Maharashtra India.**

**WORK PROFILE**

**Designation: Receptionist & Back Office Assistant**

**Roles and Responsibilities:**

* Welcomes visitors by greeting them, in person or on the telephone
* Answering or referring inquiries
* Directs visitors by maintaining employee and department directories giving instructions.
* Maintaining Stationary Records and taking Inventory.
* To do entries of Guest Comment Cards through Online of all Outlets.
* Maintaining day to day Records of inward & outward courier
* Also HR Department in-
* Recruiting & Doing Follow ups with Candidates
* Making ID cards
* Updating Medical Reports

**Job Location: Mumbai.**

**2nd Feb 2012-18th OCT 2012: at deGustibus Hospitality (Indigo & Indigo Delicatessen Chain of Restaurants) Mumbai Maharashtra India.**

**Summer Training Internship:-**

* Topic: – A Study on Staffing.
* Company: - Hero Moto Corp. (45 Days)
* Need for Study
* Objectives of the Study
* Scope of the Study
* Methodology of the Study
* Limitations of the Study
* Data Analysis & Interpretation
* Findings
* Conclusions
* Suggestions

**PROFESSIONAL QUALIFICATION**

* Completed MBA, Major in HR & Minor in Finance in 2015 from Aurora PG College affiliated to Osmania University, Hyderabad Telangana.

 **ACADEMIC QUALIFICATION**

* Completed graduation in Arts (Economics) in 2012 from Bhartiya Vidhya Bhavans College affiliated to Mumbai University Maharashtra.
* Intermediate passed from Maharashtra Board in 2009, Mumbai Maharashtra.
* High school passed from Maharashtra Board in 2007, Mumbai Maharashtra.

**TECHNICAL SKILLS**

* **Operating system** :- windows 98/XP/2000/seven & windows 8

**Application known**: - MS-Office, Tally ERP9, Internet etc.

**PERSONAL ATTRIBUTES:-**

* Creative
* Innovative
* Self- motivated
* Ability to work independently
* Comprehensive problem solving abilities
* Excellent verbal and written
* Good Communication skills
* Ability to deal with people diplomatically.

**HOBBIES:-**

* Listening to music
* Dancing
* Drawing

**ACHIEVEMENTS:-**

* Received Employee (STAR) of the month within 4 months of my 1st job.
* Participated in different Cultural Events in various colleges in Hyderabad (Face Painting, AD making, HR talent Hunt & etc.
* Won 1st Price in Rangoli Competition in Inter-School Competition.

**PERSONAL PROFILE:-**

 **Date of Birth** : 08th Sep.1990

 **Nationality** : Indian

 **Sex** : Female

 **Marital status** : Single

 **Strengths** : Determination, Positive thinking

 **Languages known** : English, Hindi, Marathi, Gujarati, Telugu.

 **Skills** : MS-Office, Recruitment, Selection, Team player,

 Operations, Back-office.