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| **Personal Details :** **Sex:** Female **Marital status :** Married **Date of Birth :** 25th March 1991 **Religion :** Hindu **Language :** Hindi ,English ,Kannada ,Tulu  **Seminar Attended :**Fire and safety Conducted by MIFSE  |

**Objectives :** Seeking a challenging position in Human resource to gain further skills and to attain the goals of Organization at mutual growth.

**PROFILE SUMMARY :**

* MBA ( HR ) from Sikkim Manipal University distance education Mangalore
* Knowledge of executing HR processes ; Possess an ability to relate and build a harmonious relationship with people across all the hierarchical levels in the organization .
* Capable of maintaining harmonious employee relations among management and workers through efficient administration process.
* Excellent team player with strong analytical, leadership, and Organisational Skills.
* Ability in learning new concepts quickly, working well under pressure and communicating ideas clearly.

**EDUCATION :**

* MBA ( HR ) from Sikkim Manipal University distance education Mangalore.
* Bachelors of Arts(B.A) from mangalore university .
* Diploma Education ( D.ED –Primary Teacher Training) from Sahyadri teacher education Mangalore.
* PUC from Gandhinagar kavoor Post Mangalore.
* S.S.L.C from Gandhinagar Kavoor Post Mangalore.

**COMPUTER SKILL:**

* **Diploma in computer application – M.S Office ( M.S Word ,M.S Excel ,M.S Powerpoint) Dos, Tally,peachtree,busy,Internet** .Good knowledge of Microsoft Word, Microsoft Excel. Capable of browsing the internet through different browsers like, Internet Explorer, Mozilla Firefox and Google Chrome.

***PROFESSIONAL EXPRIENCE***

***Organization Name : "Hearing wellness clinic" Bangalore*** Designation : Administrative executive Duration : 01st October 2010 to 05th September 2012

***Organization Name : "Hearing wellness clinic" Mangalore*** Designation : Administrative executive Duration : 10th September 2012 to 30th September 2015

**Roles and Responsibility:**

* Assist with incoming / outgoing email.
* Responsible for filing organizing transactional documents.
* Work in a confidential highly responsive relationship with management.
* Responsible to establish, maintain revise departmental files.
* Responsible to receive telephone calls responds to routine questions, business visitors.
* Under direct supervision, provides general administrative support to a department or group of professionals.
* Perform routine clerical functions, like copying, sorting, filing, typing and sets up maintains varied office files, logs and records office activities.
* Order office supplies maintains office equipment.
* Greet and directs visitors to appropriate staff member.
* Maintain supervisors calendar schedules meetings and recurring events, schedules large conference rooms, orders food, and ensures applicable equipment is available ready for meeting.
* Handles the tasks of attending visitors and organizing meetings.
* Responsible for receiving couriers and dispatching couriers to related centres.
* Performs the tasks of maintaining administrative records of the organization.
* Handles the responsibilities of booking patients appointments for testing.
* Handles and manages all customer relation activities.
* Attends and solves issues related with service and other general questions or concerns.
* Maintains proper record of all administrative tasks on a daily basis.
* Monthly checking stock and ordering required stock from our Head office Bangalore.
* Sending Daily Statement ,Monthly Statement ,Attendance, to Our Head of the management .
* Maintaining Cash Details ,managing accounts books ,cash depositing to our company account.

 ***I HEREBY DECLARE THAT THE ALL THE ABOVE INFORMATION IS TRUE TO FULLEST OF MY KNOWLEDGE.***

**First Name of Application CV No:** **1705878**

Whatsapp Mobile: +971504753686

