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| **SHOBANA**  **PERSONAL DATA**   |  |  |  | | --- | --- | --- | | D.O.B | : | 02/10/86 | | Sex | : | Female | | Nationality | : | Indian | | Status | : | Married |   **LANGUAGES KNOWN**  English, Hindi, Malayalam &Tamil, Kannada.  **COMPUTER KNOW-HOW**  MS-Office–Word, Excel, Power-Point C, C++, C#, VB.NET, ASP.NET, & Internet savvy.  **ADDITIONAL SKILLS:**  Team Player, Optimistic, Client Satisfaction, Team Managing.  **DRIVING LICENSE:**  Valid UAE license with own Car  **CERTIFICATION:**  Interpersonal & Soft Skills | **OBJECTIVE**  Perseverance of perfection on all ventures I step in to, while being resourceful and innovative for the potential growth of the organization and self.  **PERSONAL PROFILE**   * Over 5years of professional experience in India and in UAE. * Certified Leadership and Soft Skill Professional. * Work under pressure and meet deadlines with ease and efficiency. * Outstanding academic background. * Excellent interpersonal skill & communication skill**.** * Proficient in long term planning and organizing. * Good analytical, logical and mathematical skills.   **PROFESSIONAL EXPERIENCE**  **C**ompany **:** **IAS G**ulf LLC  **D**esignation **: HR** Administrator  **D**uration **: J**an 2012– **A**ugust 2015.  **J**ob **P**rofile:   * Screening, Hiring & short-listing of the candidates as per the requirement. * Coordinating with various departments for the requirement in recruitment process. * Designing of recruitment advertisements * Maintaining the candidate Database * Conduct telephone interviews and salary, benefits negotiation * Maintaining complete and comprehensive call documentation of candidates interactions * Documentation of the new joiners. * Liable for End-to-End visa processing * Arranging the induction program for the new joiners. * Maintaining the attendance of the employees. * Calculating & processing the salaries of the employees. * Evaluation of the performance of the employees. * Assisting the accounts department for making the salaries of employees. * Conducting Exit interviews for labor and Executive levels * Making settlement for the resigned and terminated employees. |

**PREVIOUS EXPERIENCE**

**C**ompany **:** **I**nstyle **G**roup **LLC**

**D**esignation **: HR** & **A**dmin **A**ssistant

**D**uration **: J**an 2011– **N**ov 2012.

**J**ob **P**rofile:

* Dealing with various recruiting agencies in different countries
* Applying for new visa and following up all the process with PRO for visa endorsement and Labor cards etc.
* Prepare and maintain Human resources-related employee’s files reflecting salary increments, deductions, benefits and payroll, exercising a high level of confidentiality.
* Drafting NOCs and applications as per the requirement.
* Writing letters and reports on behalf of the company.
* Writing/ responding to mail/ e-mails, organizing mail deliveries and business correspondence. Prepare of contract of new arrived employees, give brief introduction of the company.
* Arranging the induction program for the new joiners.
* Prepare agendas or programs for meetings; organize business itineraries, travel arrangements and meetings.
* Renewal of contract of employees and all requirements related to it.
* Renewal of Passport and visas
* Conducting Exit interviews for labor and Executive levels.
* Information and document processing, exercising a high level of confidentiality.
* Maintaining personnel files (employees work history, expiry of visa, passport details etc).
* Any other responsibilities management deems appropriate.
* Monthly New Visas and Termination reports to MD
* Making settlement for the resigned and terminated employees.
* Answering Enquiry Calls
* Preparing Monthly attendance report for HR Department.
* Maintain office schedule to synchronize work flow and meetings.
* Sorting and distributing incoming mail to areas and staff within the organization.
* Monitoring office operations**.**
* Undertaking any reasonable duties as specified by Senior Officials.

**C**ompany **:** **P**recise **S**oftware **S**olution

**D**esignation **: S**oftware Engineer

**D**uration **:**  **J**une2009– **M**ay 2010

**C**ompany **P**rofile

**P**recise Software solution is a small scale software company which concentrates on Development of web sites, software inventories, SQL maintenance, IT solutions.

**J**ob **P**rofile:

* Web designing and development.
* Preparing Software inventories.
* Maintaining SQL data.
* Preparing Power Point Presentations.
* Meeting Client requirements and Satisfaction.

**Education:**

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| --- | --- | --- | --- |
| **Course Name** | **Institution** | **Year of Passing** | **Percentile** |
| **B.E in Electronics & Communication** | K.S.R College of Technology, Tamilnadu, India | 2009 | 80% |
| **HSC** | Cordite Factory Higher Secondary School, The Nilgiris, India | 2005 | 90% |

**EXTRA CURRICULAR ACTIVITIES**

* Won prizes in oratorical competition at college level.
* Won prizes in athletics at school level.
* Won prizes in singing and dancing competitions in school and college.
* Won third prize in Youth Parliament at Regional level.
* Member of Scout and Guides.
* Paper Presentations and Seminars at College Level
* Attended student development course in YOGA
* Passed through ESOL examination conducted by Cambridge University.

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