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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:**

|  |  |  |  |
| --- | --- | --- | --- |
| **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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