**COVERING LETTER**

Human Resources Experience

Nationality: Indian ,

DOB: 22 Nov1979,

Marital Status:- Married.

# CURRICULUM VITAE

**MANGAM**

**Career Objective**

As an middle-level HR Professional, my aspiration would be to become Site/Office Administration / HR Manager with my innate skills like hard work and sincerity. Gaining excellence in the job by learning from and co-ordinating with the senior employees.

An energetic professional with five years of relevant and substantial experience in the field of Office/Site Administration, Sales, Customer Care & H R Executive.

1year Experience in the field of Real Estate as an Accounting Admin, 2 year Experience in the field of HR Administration at Secondary Technical School Civil construction in at Um Al Quwain (U.A.E) of Project value AED 94 Mn .

**EDUCATIONAL QUALIFICATIONS**

* M.B.A with Human Resources & Marketing as areas of Specilization from Adarsh College of Engineering, Affiliated with J.N.T.U.K.
* B. Com.{Foreign Trade}, from Andhra University .
* Intermediate from Board of Intermediate.
* S S C. from School of Secondary Board of Education.
* NCC ‘A’,‘B’& ‘C’ Certificate

**PROJECT DETAILS:**

**Title** **:**  Recruitment and Selection,

**Specialization :**  Human Resources,

**Company**  **:** ALIENS GROUP INTELLIGENT LIVING,(Residential Township & . Infrastructure)

**Duration :** 45 days (2nd Dec 2010 to 14th Jan 2011),

**Place :** Hyderabad.

During the 45 days project I was involved in on the job training by Recruiting and Selecting the employee for Sales team, Telemarketing and for Civil department at site in Aliens Group.

**Achievements during M.B.A**

* I got 1st Prize in Extempore & English Elocution in inter college competitions.
* Our team lead by me stood second in case study competition conducted by Rajiv Gandhi Institute of Management.
* Secured second position in Movie making in CACUS -2k11, A national level management -fest conducted by Rajiv Gandhi institute of management studies.
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* Stood as winner in Express oh in ASTRA 2k11 A state level management -fete conducted by AU Campus KKD.

**Achievements in my work experiences**

* Always surpassed targets given to me.
* I was one among the top consistent performers.
* Always stood first in the hierarchy of appraisal.

**Extra -curricular activities**

* I was the Class Representative .
* I was one of the Anchor for cultural event in our college anniversary.
* I participated in work shop on Enterprenurship conducted by NABARD in Rajiv Gandhi Institute of Management.
* I was student co-ordinatior and main Anchor for our management event (GEMS 2k11).
* I Organized Industrial tours, Management Events & Garden Partes in our MBA.

**PROFESSIONAL EXPERIENCE**

* Worked as **Office/Site Administrator** in IVRCL Infrastructures & Project Ltd. Dubai Br. At Dubai Office and at Secondary Technical School located in at Um Al Quwain (U.A.E) Duration from March 2013 to September 2015.
* Worked as a **HR Executive** in Aliens Group Developers India Andhra Pradesh Hyedrabad. Duration from September 2011 to February 2013.
* Worked as a **Real Estate Accountant Assistant** in Alkhail Real Estate Dubai (U.A.E).During Augest 2007 to November 2008.
* Worked as a **Sales officer** in Standard Chartered Finance Limted, INDIA (SCFL) Hyderabad.During 2007 January to July2007.
* Worked as a  **Team Leader** for S.B. Motors Corporation (Authorised Maruthi Dealer), Rajahmundry from January 2005 to November 2006.
* Previously Worked for Tata Tele Serviceses as a Cashier & Customer Care for 2 years Secunderabad.(April 2002 to December2004)

**Roles & Responsibilities as a Office/Site H R Admin:**

* Maintaining Attendance and Payroll process of Employees & Out sourced workers.
* Arranging Gate Passes and adhering to Safety standards.
* Arranging required amenities (Water, Petrol, Desil, Equipment & Mechanes ) at site.
* Organising meeting with Clients, sub-contractors & stake holders.
* Maintaining Site/Office documents as per ISO Standards.

**Role & Responsibilities as a HR Executive:**

* Requrtment through Job sights, Head Hundt,Campes Drives & Job fairs.
* Selecting the right person for the right job.
* Cordinating in Training.
* Saporting for the other HR roles live Training, Payrole , Exit Interviews etc.

**Role & Responsibilities as a Real Estate Accoutant Assistant:**

* Preparing Sales agreement.
* Explaining the mode of payment to customers & collecting the payment & EMI from the customers.
* Paying salaries , Incentives & Commissions to the Sales Executive.

**Role & Responsibilities as a Customer Care Manager:**

* Joined as a Customer Care Executive, Promoted to Customer Care Manager.
* Monitoring five front desks as Customer Care Manager.
* Involved in training and motivation Customer Care trainees.
* Customer grievances were mostly dealt by me.
* C.R.M was mostly my responsibility.

## **SKILL SET**

* Excellent interpersonal and communication skills.
* Positive Attitude.
* Hard work, perseverance, willingness to learn.
* Excellent problem solving, initiative and organizational skills.

**Strengths**

* Patience.
* Hard Work.
* Adoptive Nature.
* Mobile.

**Hobbies**

* Teaching.
* Playing Basket Ball.
* Cooking.
* Learning new things.
* Traveling.

**PERSONAL DETAILS**

**Date of Birth :** 22-November-1979,

**Nationality :** Indian,

**Language Proficiency :** English, Hindi & Telugu.

**Job Seeker First Name / CV No: 1720428**

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