**CURRICULAM VITAE**

**REENU**

**REENU.304309@2freemail.com**

**Personal Profile:**

Date of Birth: 08/01/1990

Gender: Female

Nationality: Indian

Marital Status: Married

**Computer Skills:**

* MS Office
* Designing
* CRM

**Preferred Location:**

Dubai (UAE)

**Interests:**

* Listening to Music
* Travelling
* Internet Browsing

 **OBJECTIVE:-**

Seeking a position to utilize my skills and abilities in an esteemed Organization that offers professional growth while being resourceful, innovative and flexible.

**ACADEMIC RECORD:-**

* ***MASTER OF BUSINESS ADMINISTRATION (MBA – HR & FINANCE)***

 Nehru Group of Institutions, Thrissur

 Calicut University.

* ***BACHELOR OF BUSINESS ADMINISTRATION (BBA)***

 Sri. C Achutha Menon Govt. College, Thrissur

 Calicut University.

* ***HIGHER SECONDARY EDUCATION (PLUS TWO)***

 St.Antony’s H S S, Pudukkad, Thrissur

 Kerala State Board.

* ***SECONDARY SCHOOL LEAVING CERTIFICATE (SSLC)***

 CJMAHSS, Varandarappilly, Thrissur

 Kerala State Board

**WORK EXPERIENCE:-**

* Worked as Assistant HR Cum Admin Executive in Choice MarketingCompany, Kuruppampady, Ernakulam (July 2014 – July 2016)

***Duties & Responsibilities:***

* Assist with day to day operations of the HR functions and duties.
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* Provide clerical and administrative support to Human Resources executives.
* Compile and update employee records (hard and soft copies).
* Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training,

 Grievances, performance evaluations etc).

* Coordinate HR projects (meetings, training, surveys etc) and take minutes.

**Key Strengths:**

* Positive Minded
* Commitment
* Punctual and Hard work
* Deal with employee requests regarding human resources issues, rules, and regulations.
* Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc).
* Communicate with public services when necessary.
* Properly handle complaints and grievance procedures.
* Conduct initial orientation to newly hired employees.

 **CERTIFICATION COURCES:-**

* Qualified foundation courses in Computer Application.
* Attended Add on course in Knowledge Management.
* Attended Add on Course in Customer Relationship Management.

 **PERSONALITY TRAITS:-**

* Good Interpersonal & Motivational Skills.
* Responsible & Task Accomplisher.
* Excellent Analytical and presentation skills.
* Ability to handle Pressure.
* Excellent in Communication in Written and verbal both.

 **ACHIEVEMENTS:-**

Volunteered fest “KARMA” hosted by Nehru college of Engineering and Research centre.

Spending my weekends with angels of god in colony, orphanage, Old age homes and taken classes about discipline & Cleanliness and arranging some cultural programs.

Participated in the south Regional Youth Convention 2013(Andra Pradesh, Karnataka, and Kerala & Tamilnadu) held at Ramakrishna Mission Vidyalaya, Coimbatore.

Participated in Compulsory Social Services for 3 Years.

Participated in Economic Survey conducted by ECNOMIC TIMES.

**ACADEMIC ACTIVITIES:-**

* Mini Project on ***Working Capital Management*** with Special reference to ***Kancor Ingredients Ltd, Angamaly, Ernakulam.***
* Major Project on ***Grievance Redressal System & It’s effectiveness on Employees*** with special reference ***to Navya Fans Pvt Ltd, Hyderabad.***
* Industrial Visit more than 5 companies.

**LINGUISTIC ABILITIES:-**

***Languages Known:***English, Malayalam & Hindi

***Speak & Write:*** English, Malayalam & Hindi