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| **CURRICULUM VITAE** |

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| CAREER OBJECTIVE |

Attaining personal and professional satisfaction through taking a challenging and creative role in the organization that would give me enough leeway to steer towards fulfilling company’s objective, while fostering team spirit, with a commitment to company excellence.

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| **Strengths*** Inter personal and analytical skills
* Ability to work as a part of a team
* High adaptability
* Perseverance and Integrity to Work
* Optimistic
* High sense of commitment and dedication
* Ability to learn and adapt new technologies fast
* Excellent Presentation skills
* Good Communication Skills
* Work with deadlines ahead of time
 | PERSONALITY TRAITS* Competent and dynamic professional
* Strong bottom-line orientation with proven records of accomplishments. Exceptional leader, change agent strong emphasis on organizational development leading to an empowered and highly motivated organization.
* Outstanding mentoring skills, increasing growth and confidence among team members.
* Achievement and result oriented with excellent communication, presentation & interpersonal skills.
* An adaptable, detail-oriented, strong learning and organizing skills matched with the ability to manage stress, time and people effectively.
* Ability to understand and analyze the work, and assist in planning strategies to achieve results.

Work profile* Worked as an HR Assistant manager in CHEMMAYI SWEETS, Anjarakandy, Kerala, India for 1 year.

Duties and Responsibility * Answering employee questions.
* Creating and distributing documents.
* Providing customer services to organization employees.
* Maintaining computer system by updating and entering data.
* Setting appointments and arranging meetings.
* Administrating new employment assessments.
* Ensuring background and reference checks are completed.
* Maintaining current HR files and databases.
* Planning, organizing and controlling organization activities.
* Assisting with employee relation.
* Assisting with the day-to-day efficient operation of the HR office.

Academia

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| **Sl no:** | **Qualification** | **University/Board** | **Passed out** |
| 1 | MBA HR AND MARKETING | BANGALURU UNIVERSITY | 2016 |
| 2 | BBA | DR CV RAMAN UNIVERSITY | 2014 |
| 3 | Higher secondary | State Board of Education, Kerala | 2011 |
| 4 | High school | State Board of Education, Kerala | 2009 |

Academic Projects* **CCUSTOMER PERCEPTION TOWARDS SHRADDHA ENTERORICES , KANNUR**
* **A STUDY ABOUT BITCOINS**

IT Credentials* + **OS:**
* Windows 2000, XP, Windows 7 & 8
	+ **Packages:**
* Microsoft Office- word, Excel, power point, outlook

Achievements* + Lead from the front in organizing several formal and informal events at Graduation as well as Post Graduation Level.
	+ School cricket team (2009-2011).
	+ Participated in Off-Road races.

I hereby declare to bear the responsibility for the correctness of the information given in this resume.  |