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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   |  |  |  |  | | --- | --- | --- | --- | | **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. |