## SHINCY

## SHINCY.333426@2freemail.com

**CAREER SUMMARY**

A HR Executive with 1 year of experience in providing HR and Administration support to an educational organization, excellent customer service and communication skills; sound analytical, problem solving, decision making skills and attention to detail; and able to multi-task and prioritize organizational issues including strong time management skills. An able team player who is also able to work individually to resolve issues; can adapt quickly to any work environment and very eager to learn; experienced in working with people of varying HR / Administration knowledge; and adhering to strict deadlines and demonstrated experience in providing a high quality of customer interaction, service and satisfaction.

**EDUCATION / TRAINING**

**Master of Business Administration**

Caarmel Engineering College, Pathanamthitta, Kerala (M.G University, Kerala, India)

* Completed in April 2013 with First Class
* Majored in HR and Marketing

**Bachelor of Commerce**

Assumption College, Changanacherry, Kerala (M.G University, Kerala, India)

* Completed in April 2010 with Second Class
* Majored in Computer Application

**TECHNICAL COMPETENCIES**

Proficient in the usage of software packages like:

* TALLY
* MS OFFICE
* MANUAL ACCOUNTING

**CAREER HISTORY**

**CAARMEL ENGINEERING COLLEGE, RANNI:** April 2013 – March 2014

***Kerala, India***

**HR Executive**

Caarmel Engineering College (CML) established in the year 2002 is a leading co-educational private self-financing Institute offering Undergraduate Degree courses in Engineering and Postgraduate Degree courses in Management. The college was brought into existence by the Caarmel Educational Trust which is owned and managed by the Believers Church, headquartered at Thiruvalla, Kerala.

**Responsibilities**

* Exam scheduling coordination.
* In charge of admission coordination.
* Welcoming new employees to the company.
* Defining job description of employees.
* Providing administrative support by maintaining employee records and performing data entry duties.
* Scheduling interviews with candidates and follow up.
* Managing candidates’ information files and resumes (document control).
* Assisting in carrying out induction programs.
* Handling cash receipts and payments of clients.

**PERSONAL DETAILS**

 DOB : 21st December 1988

 Gender : Female

 Nationality : Indian

Marital Status : Married

Visa Status Residence visa (husband’s sponsorship)

 Languages : English, Hindi, Malayalam, Tamil