**RESUME**



JAYASREE

Email: jayashree.339455@2freemail.com

Bachelor’s in Corporate Secretaryship

Master’s in Human Resources Management

 **EMPLOYMENT PROFILE**

* Goal driven with total 11 years of experience in Administration/Secretary/HR
* Excellent communication with strong analytical and organizational abilities
* Writing and documentation skills
* Confident & self- motivated to take new challenging tasks.
* Respond with enthusiasm towards the achievement of organizational goals

**EMPLOYMENT PROFILE**

**Company Name: (Dubai, UAE)**

Designation : Secretary, HR Coordinator

Period : March 2014 – March 2016

Reporting to : Managing Director

**Key Job Profile**

* Attendance Creation
* Maintenance of Visa & insurance for employees
* Shortlisting new candidates for interviews
* Organizing and assisting for all Meeting, Events, Conference of the company
* Maintaining Contracts with vendors & Clients etc.
* Purchasing of Office Equipment’s-Fax, Photocopy Machine etc.
* Purchasing of Office Assets, Furniture’s, Printers, Computers.
* Organizing & sending Quotation, LPO & Invoice for the Projects
* Maintaining petty cash
* Visiting the project sites and sends updated information to the clients.

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| --- | --- | --- | --- |
| **Company Name** | **Designation** | **Reporting** | **Period** |
| Animosys Studios India Pvt Ltd  | Admin, Secretary and HR Incharge | Managing Director | Jan 2012 – Feb 2014 |
| Dow Chemical International Private Limited | Office Professional | Public Affairs Manager and Finance Manager | Jan 2008 – Jan 2012 |
| India Clinical Epidemiology Network | Administration /Secretarial Executive | Office Manager | Jan 2003 – Dec 2007 |

**EDUCATIONAL BACKGROUND**

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| --- | --- | --- | --- |
| **Sl.No** | **Courses** | **Institution/Awarded by** | **Year of Completion** |
| 1 | M.H.R.M (Master in Human Resource Management) | Annamalai University | 2005 |
| 2 | B.C.S (Bachelor of corporate Secretary ship) | University of Madras | 2003 |

**ADDITIONAL QUALIFICATIONS**

Computer Skills

Operating System : Windows

Applications : MS Office (Excel, Word, PowerPoint & Outlook)

**PERSONAL DETAILS**

 Date of Birth : 03-02-1982

 Nationality : Indian

 Languages known : English, Tamil

Visa Status : Visit Visa

**DECLARATION:**

I do hereby declare that the details furnished as above are true and correct to the best of

myknowledge and belief.