

Contact HR Consultant for CV No: 340949

E-mail: response@gulfjobseekers.com

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**CAREER OBJECTIVE:**

Seeking position to utilize my skills and abilities that offers professional growth while being resourceful, innovative and flexible

**WORK EXPERIENCE:**

 **2YEARS** of work experience as **ADMIN & FRONT OFFICE EXECUTIVE** from **PEPPERTAP** food industry at **HYDERABAD**

 **6MONTH** of work experience as **BUSINESS ADMIN CO-ORDINATOR** from **CSC CENTRE** at polur (Tamil Nadu)

**ACADEMIC PROJECT WORK & INTERNSHIP EXPERIENCE:**

* **Production management process (6month)**
* **Inventory system (personal ) (3month)**
* **Employees satisfaction ( coca-cola ) Hyderabad (3month)**

**ROLE HANDLED:**

 **ON-BOARD DATA MANAGEMNT**

* Understanding the requirement and accordingly drafting a job description and routing that daily process from the concern person.
* Properly filing regular & relevant document of the human resource department .

 **PERFORMANCE MANAGEMENT**

* Helping the seniors do performance appraisal in a better way by adopting better appraisal practices.

 **EMPLOYEE ENGAGEMENT**

* Keeping a track on employee turnover and exit rate.
* Taking initiatives to engage the staff to their work & To the survey in order to understand

**ACHIEVEMENTS:**

* Got The **“PROSPECTIVE EXECUTIVE”** award from **SCSVM university**
* Got college campus **level IInd TOPPER DISTINCTION** in **MBA (HR) degree**
* Got **university** **IInd TOPPER** place **AWARD ( SILVER MEDAL )** in **BBA degree**
* Won **Ist** place in paper presentation ., the topic **“ STRATEGIC MANAGEMENT”**
* Won **IInd** place in business debate ., the topic **“LIFE AS TO BE A ACHIEVEMENT”**
* Won **IIIrd** place in business adds ., the topic **“ BUSINESS DEVELOPMENT**

**EDUCATION QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Discipline** | **Name of the institution** | **Board / university** | **Aggregate percentage** |
| **MBA**(HumanResource Management ) | Azad institute of management (HYD) | **Osmaniya university** | **78**%  |
| **BBA**(Business Administration ) | Dr.MGR.campus (Tamilnadu ) | **Thiruvalluvar university** | **74**% |
| **H.S.C** | Dhivya matriculation hr sec school(Tamilnadu ) | **State board** | **65%** |
| **S.S.L.C** | Govt boys hr sec school (Tamilnadu) | **State board** | **63.6%** |

**TECHNICAL QUALIFICATION:**

* MS office
* Tally ERP9
* Internet & e-mail operations
* Photoshop animation editing cs6

**FIELD OF INTERESTS:**

* Managing Administration sectors
* Executive secretary
* HR & executive positions

**PERSONAL STRENGTHS:**

* Encouragement
* Co-ordination make me flexible
* Ability to work in group ( sometimes individual make me creative )

**DECLARATION:**

 **I hereby confirm that the information declared above is true up to my knowledge and belied and I bear the responsibility for the correctness of the above mentioned particulars.**

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