

Contact HR Consultant for CV No:341468

E-mail: response@gulfjobseekers.com

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

**PERSONAL DETAILS:**

**Date of Birth:**

25/09/1990

**Place of Birth:**

Kannur, Kerala

**Nationality:** Indian

**Visa Status:**

Visit Visa

Expires on: April 2017

CARRICULUM VITAE

**CAREERCAREEROBJECTIVE**

**To be recognized as an efficient & competent individual having good interpersonal and technical skills, hence seeking a challenging assignments for a career encompassing professional & personal advancement in the fields of HR, Admin and Sales and Customer support roles.**

**PERSONAL ATTRIBUTES**

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* Team player and team facilitator
* Quick Learner
* Outstanding Presenter
* Excellent command over English
* Go getter and Goal oriented
* Adaptable to the situations
* Result oriented and Smart working
* Handles the pressure circumstances

**ACADEMIC CREDENTIAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Institution & University** | **Name of the** | **Aggregate %** |
|  |  | **Course** |  |
| **2011-2013** | PARK GLOBAL SCHOOL OF | PGDM | 3.4 CGPA, OUT OF 4 |
|  | BUSINESS EXCELLENCE |  |  |
| **2009-2011** |  | Bachelor of | 51 % |
|  | KANNUR UNIVERSITY | Business |  |
|  |  | Administration |  |
| **2006-2008** | KPCHSS | Higher secondary | 81% |
|  | PATTANNUR((BOARD OF | Commerce |  |
|  | HSE KERALA) |  |  |

**SPECIALIZATION**

* **MARKETING MANGEMENT WITH MEDIA AND MASS COMMUNICATION**
* **HUMAN RESOURCE MANAGEMT WITH ADMINISTRATION**

**CERTIFICATION AND TECHANICAL PROFFICIANCY**

* Six Sigma Green Belt certified
* Ms Office packages like MS Excel, Ms Word, Power point and Outlook
* Professional working knowledge in computer and system soft wares.

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| --- | --- | --- | --- |
|  |  | **EMPLOYMENT HISTORY** |  |
|  |  |  |  |
|  |  |  |  |
|  | **Assistant Admin & HR Officer** | **October 2015–November2016** |
|  | **Voicetel Communications** | **Coimbatore, India** |
| **Job Responsibilities Includes:** |  |  |



* Oversees and administers the day-to-day activities of the office; develops policies, procedures, and systems which ensure productive and efficient office operation.
* Serves as the primary point of administrative contact and liaison with other offices, individuals, and institutions on operational and programmatic matters concerning the Office.
* Coordinates the disposition and/or resolution of individual problems and staff, or members of the general public, as they arise.

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* Supervises the work of employees in supporting roles, including assigning workload and monitoring employee performance
* Assists in the coordination, supervision, and completion of special projects, as appropriate.
* Manage the filing, storage and security of documents and responds to the enquiries through the means of communication.
* Posting job ads and organizing resumes and job applications Scheduling job interviews and assisting in interview process.
* Administering new employment assessments, Participating in recruitment efforts and Posting job ads and organizing resumes and job applications
* Preparation of the payroll and review the payroll report which includes ensuring vacation and sick time are tracked in the system
* Prepare and Maintaining current HR files and databases including all the details related with the employees and company.
* Maintain the leave management system within the organization. Distribution of notices and circulars within the organization
* HR strategy planning and implementing with in the organization

**Sales Coordinator** **March 2015 – August 2015**

**Afaq al Khaleej Engineering Resource LLC** **Abu Dhabi, UAE**

**Job Responsibilities includes:**

* Managing all the sales related activities of the building division of the company
* Handling a high volume of customer enquiries whilst providing a high quality of service to each customer
* Tracking sales orders to ensure that they are scheduled and delivered out on time Documents.
* Carrying out administrative tasks such as data input, processing information, finishing paperwork.
* Completing the administrative needs of the Sales Department
* Communicate with customers using clear and professional language and clarifying their complaints.
* Preparing the Quotation and Quoting for the customers and following up the sales track.
* Dealing with the local and international suppliers and procuring of materials and purchase coordination.
* Preparation of various reports on demand from the top management on daily weekly and monthly basis
* Organizing sales promotional campaigns communicate the promotional activates to the stakeholders of the company

**Marketing and Client Relationship Executive** **April 2013 – August 2014**

**Isa Creations** **Kannur ,India**

**Job Responsibilities includes:**

* Identifying trends, determining system improvements, implementing change.
* Meeting of clients. And Understanding their requirements
* Communicating with the Creative Department regarding the clients Requirement
* Achieving marketing and sales operational objectives by contributing marketing and sales information and recommendations to strategic plans and reviews, preparing and completing action plans, implementing services, service quality, and customer-service standards, resolving problems,
* Meeting marketing and sales financial objectives by forecasting requirements, preparing budget, scheduling expenditures, analyzing variances, initiating corrective actions
* Pitching for the new client acquisition
* Preparation and issue of Quotations
* Media Planning and buying Media Spaces



**DECLARATION**

*I hereby declare that all the details furnished above are true to the best of my knowledge and belief*.