**RESUME**

**PREM**

Karama, dubai  
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**Objective**

To associate with vibrant organization which allows me to put my competencies to the best use and add value to the organization contributing to growth as an individual.

**Personal Strength**

* Communication Skills
* Confident
* Love to learn new things & detail conscious

**Educational Qualification**

* MBA in HR & Marketing with 70%
* BBA from Periyaruniversity with 65%
* HSC with State Board with 78%

**Computer Skills** MS Office & Internet

**Employment Details**

**PROFESSIONAL EXPERIENCE**

**CLOB TECHNOLOGIES february 2016 to February 2017 asSenior HR executive.**

**HR Administrator**  
• Handle HR related documentation and records  
• Act as the first point of contact for all human resource related activities  
• Assist human resource managers during recruitment and induction procedures  
• Create and maintain liaison with external recruitment agencies  
• Coordinate in-house training activities and track training sessions  
• Assist HR in performing background checks and reviewing references  
• Coordinate interviews and direct applications to the right channels

**HR Assistant**  
• Provided support to the recruitment and induction processes  
• Handled personnel records and labor relations

• Performed job evaluations and handled benefits administration procedures  
• Assisted in reviewing and entering data from human resource documentation  
• Maintained liaison with prospective candidates  
• Arranged interview schedules and followed up on candidates’ responses

**Projects (Academic projects)**

* **“ EMPLOYEE WELFARE MEASUREMENTS”** in clob technologies Coimbatore

**Summer Internship**

**Organization:** SAS AUTOMOBILE ENGINEERING  
**Period:** 30 Days  
**Department:** Human Resources  
**Project Title:** Recruitment, Selection, Induction and retention  
**Work Content:**

* Scheduling and conducting Preliminary interviews for labors and lower level management
* Handling of attendance records for wage payment
* HRIS data collection and data feeding
* Preparing monthly HR reports
* Explaining salary fitment to laborers
* Other admin activities

**Extra Curricular Activities**

* Participated in state level competition won the 2nd prize adzap in sns college of technology.
* Participated in state level competition won the 2nd prize adzap in kongunadu college

**Personal Details**

**Date of Birth:** 03.05.1992  
**Languages Known:** English, Tamil

**DECLARATION**

I do hereby declare that the above-furnished information is true to the best of my knowledge.