

Contact HR Consultant for CV No: 347183

E-mail: response@gulfjobseekers.com

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

**CAREER OBJECTIVES**

To work in an innovative and challenging environment equipped with the state-of-art technology that enhances my skills and knowledge. My desire and drive to succeed will be an asset, which will contribute to the organization’s growth and profitability.

**PROFILE STRENGTH**

An energetic self-motivated person with experience in Human Resource Executive.

Strongly commercial with excellent spoken & written communication and influencing skills. Energetic and capable of working with minimal support and a good deal of autonomy.

Have excellent people skills; Excellent team player with good ability in networking and leadership. Can work under pressure and meet deadlines.

Flexibility and openness in daily work and ability to adapt quickly and aptly to changing strategies, procedures and methods.

Familiar with computer application like Microsoft Word, Outlook, Excel, PowerPoint and the Internet. In-depth knowledge of various computer applications with good typing speed.

Ability to handle clerical tasks independently. Capable to work in a fast paced environment.

**CAREER SNAP SHOT**

***Baywatch Entertainment (P) Ltd, India,*** –**June 2015- Till date**

**Team Coordinator -HR**

**PROFESSIONAL EXPERIENCE**

***Baywatch Entertainment* (P) Ltd, India, -June 2015-Till date**

**Designation: - HR**

**Job Profile:**

Overall Responsibility of All Departments

Handling Time Management and monitoring attendance Interviewing the short-listed candidates.

Salary fixation of short-listed candidates, making the final Offer and negotiations. Handling Joining formalities and checking employee credentials etc.

Employee Training and Development Employee relation

Maintain Daily/Weekly/Monthly report of the entire team. Issue offer/reliving order,

Handling employee Grievances Handling Employee Database.

**QUALIFICATION AND SKILLS**

Page 1of 2

* 2015 **Master of Business Administration** from Avinashilingam insitute of technology, Affliated to Deemed University,Coimbatore, Tamilnadu, India
* 2013 Bachelor of **Bsc Maths** from women’s Christian college, Nagercoil Affiliated to Manonmaniam Sundaranar University, Tamilnadu, India.
* 2010 Higher Secondary from St.Joseph’s Convent Higher Secondary School, State Board, Tamilnadu, India.
* 2008 SSLC from St.Joseph’s Convent higher Secondary School, State Board, Tamilnadu, India.

**ACHIEVED, ORGANISED & MANAGED**

Participated in various management seminar classes.

Secured 1st position in “NEW PRODUCT LAUNCH “kalaivizha competition.

Participated in Youth Indians as an organization on “Executing activities and Proactive leadership is highly appreciative.

Participated in the UGC Sponsored 5th International Conference On Development Policy Avinashiligam School Of Management Technology for women,

Organized Collage Competition in 2013-15 at MBA Level

|  |  |  |
| --- | --- | --- |
| **IT TECHNICAL SKILLS** |  |  |
|  | Operating Systems | : Windows, Linux, Programming Languages : ERP(open ERP), C++**,** Windows |
|  | XP & 7 |  |  |
|  | Packages | : | Microsoft Office(Word, Excel, PowerPoint, Access Nav Dynamic,), Lotuses |

Notes, RDBMS Oracle, MS-SQL server,

**INDUSTRIAL VISIT**

**Visteon automotive system India private limited** in Chennai

**IN PLANT TRAINING**

**TUBE PRODUCTS OF INDIA (p) ltd** in Chennai training on 45 days.

**EXPORT MARKETING TRAINING** atMSME Development Institute, Coimbatore,

**PROJECT UNDER TAKE AS A ACADEMICS CURRICULUM**

Project : “EFFECTIVENESS OF TRAINING “

Company: SJB Automobiles Private Limited in Coimbatore training on 60 days.

**SKILLS**

Facilitating, Organizing, Coordinating, training and negotiating skills.

Ability to learn quickly and adapt to new environments.

Good Analytical ability and Logical reasoning; Hard Work



**PRONAL DETAILS**

Page 2of 2

**DECLARATION**