**RESUME**

**Shruthi**

**Email: -** shruthi.349244@2freemail.com

**Objective:**

My focused ambition lies in attainment and sustenance of perfection in discharging my best of responsibilities to achieve the set goals of the organization. My strengths include excellent communication skills, PC skills in general, astute, positive attitude, Team player and flexible to adjust to change.

# Brief Overview:

* A dynamic professional with 2 years of rich experience in HR and Office Administration.
* Highly efficient in the use of Microsoft Outlook, Excel and Word.
* Excellent inter Ability to prioritize and handle stress in fast paced environment.
* Personal & analytical skills skilled in resolving interpersonal issues & working towards a harmonious work environment
* Innovative, Good communication skill.
* Exactitude to the given work and time management.

# Professional Experience:

**Pricing Analyst cum Sales Representative - from May 2016 Onwards**

**MANCHESTER SHIPPING LLC, JAFZA, DUBAI, UAE.**

Manchester Shipping is an international leading Freight Forwarding LLC Company since 2010. Manchester Shipping offers direct outbound and inbound services to and from major cargo destinations around the world.

# Duties And Responsibilities

* Provide pricing analysis for management
* Perform margin and pricing analysis to support business initiatives
* Monitor and update commercial price lists
* Validate sales quotations for accuracy and profitability
* Develop a system of communication, documentation, and review of internal and external comparative pricing data
* Identify opportunities to optimize sales and profitability through pricing strategies
* Confer with sales and marketing teams to develop proposals
* Presenting, promoting, and selling products/services using solid arguments to existing and prospective customers
* Performing cost-­benefit and needs analysis of existing/potential customers to meet their needs
* Establishing, developing and maintaining positive business and customer relationships Corrects errors by posting adjusting journal entries.
* Provide front desk customer service.
* To provide secretarial and administrative support, including typing, minute taking, filing, data input, maintenance and management of information held by the Company as may be required.

**HR Analyst - from January 2016 to May 2016**

**RIYA EDUCATION, KANNUR, KERALA, INDIA.**

Riya Education is an Overseas Education Consultancy. One of the Study Portals for Abroad Education.

**HR Executive - from July 2015 to December 2015**

**PROVIZOR, BANGLORE, KARNATAKA, INDIA.**

History Providing the very best for our esteemed clients has been Provizor’s motto since its inception in 2005. Being in the industry for 7 years and recognized as one of the leading recruitment firm in Bangalore for ITES/IT.

# Duties And Responsibilities

* Develop standard and ad hoc reports, templates, dashboards, scorecards, and metrics.
* Meet with management to discuss and clarify requests for projects, highlight issues, and make recommendations to address issues and priorities.
* Assist in rollout and implementation of HR programs.
* Coach and assist in development of new team members.
* Identify and participate in continuous improvement initiatives.
* Conducting recruitment interviews and providing the necessary inputs during the hiring process.
* Reviewing, updating, and maintaining proper filing of PF Forms, HR handbook, performance appraisal form and training schedules.
* Maintaining and regularly updating database of each candidates.
* Recruitment
	+ Candidate Screening.
	+ Interviewing
	+ Reference and Background Checks

# Qualification

* MBA HR & FINANCE from Bharathiar University, Coimbatore.
* BBA from Kannur University, Kerala
* HSE Commerce, Kannur, Kerala
* SSLC, Kannur, Kerala.

# Software Skills:

* MS Windows, MS Excel 2003/2007/2010, MS Word, MS Power Point and Internet.

# Summer Internship:

* Kanjikode Service Co –op Bank, Kanjikode, Palakkad
* TOPIC –CAMELS Rating System

# Achievements & Participation:

* Got Prizes in Cultural and Sports Activities in school levels
* Participated in the Personality Development Camp “Awakening 2014” conducted at Karl kubel Institute for Development Education, Anakkati, and Coimbatore.
* Worked with “SILK MARK”An Initiative of Ministry of Textiles,Govt.Of India in Silk Mark Expo 2014 –Coimbatore as an Organiser.
* Participated in Marketing Games conducted by GRG College.

# Personal Profile

Date of Birth : 08/05/1991

Languages Known : English, Malayalam, Hindi and Tamil

Gender : Female

Nationality : Indian

Visa Status : Visit Visa

Hereby, I promise that, all above Information’s are true, and I am ready to work in your company according to your company’s rules and regulations, and also I promise that, I will try my level best for the success of the company.

# Place

**Date Shruthi**