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|  **SHARJAH INDIAN SCHOOL****UNITED ARAB EMIRATES****INTERESTS & ACTIVITIES** Reading Books , Cooking ,Writing |  CURRICULUM VITAE Management and Administrative Level Profile **ANJALI.359684@2freemail.com** **ANJALI**  **OBJECTIVE** Seeking a career to utilize my knowledge , personal skills and to gain comprehensive understanding at a reputed organization so as to take responsibility & contribute significantly.**PROFESSIONAL EXPERIENCE*** **HR Marketing Co-ordinator-Trainee in Self shine Polymers India Private Limited Thrissur,Kerala,India.Duration Apr-2015 to Aug 2016.**
* **As a part of Organization study worked as HR Trainee(Two months) at Hilton Group of Hotels U.A. E in 2015.**

**PROFESSIONAL QUALIFICATIONS*** **MASTER DEGREE IN BUSINESS ADMINISTRATION(M.B.A) FROM DCSMAT INSTITUTIONS (AFFILIATED M.G UNIVERSITY KOTTAYAM. YEAR OF PASSING:2016**
* **2014-BACHELOR DEGREE IN BUSINESS ADMINISTRATION FROM DON BOSCO COLLEGE THRISSUR(CALICUT UNIVERSITY).78%.**

**Duties and Responsibilities*** Preparing marketing and advertising strategies,Planning and organizing promotional presentations;updating calendars.
* Respond to Internal and external HR related enquiries or requests and provide assistance. Assist supervisors in performance management procedures.
* Redirect HR related calls or distribute correspondence to the appropriate person of the team.
* Maintain records of personnel-related data(personal Info,leaves,turnover rates etc)in both paper and the database and ensure all employment requirements are met.
* Support the recruitment/hiring process by sourcing candidates,performing background checks,assisting in shortlisting,issuing employement contracts etc.
* Track Product line sales and costs by analyzing and entering sales,expense, and new business data.
* Prepares marketing reports by collecting,analyzing and summarizing sales data.
* Plans meetings and trade shows by identifying,assembling, and coordinating requirements;establishing contatcts;developing schedules and assignments;coordinating mailing lists.
* Keeps Promotional materials ready by coordinating requirements with inventorying stock,placing orders,verifying receipt.
* Support sales staff by providing sales data,market trends,forecasts,account analyses,new product information,relaying customer services requests.

**Awards & Achievements*** Lead from front in organizing several formal & informal events in the degree level, conducted a mini Management fest at graduation level

**Skill Set****KEY SKILLS** : Excellent in communication in written & Verbal both, Ability to handle the team, Strong Motivational Skills, Empathetic and Openness to others views and opinions. **IT Skills**:  Strong ability in using MS Office, Windows.  **Personal Skills:**Very rapid grasp of new concepts, excellent problem solving, abilities, responsible and hardworking, able to work and stay focused under pressure.**Academic Projects*** I am Doing my MBA main project at an retail shop an Co-operative Society undertaking PSC BANK-“GREEN MYTHRI PEOPLES BAZAR”on topic Customer Preference and Satisfaction towards organized retail outlet-with special reference to Green Mythri People Bazar.
* At degree level did a project at SIFL steel industries forging Ltd Athani, Thrissur on the topic Effectiveness of Performance Appraisal On Employees

**Declaration** I hereby declare that the information furnished above is true to the best of my knowledge. |