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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**](mailto: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. |