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|  | **SHERIN** Sherin.363295@2freemail.com  | sherin (2) |
| **Personal Details** | **Objective** |
| Nationality : IndianDate of Birth : 08/07/1990Age : 26Religion : Muslim Marital Status: Single**Languages Known**English, Malayalam, Hindi & Tamil.**Hobbies*** Travelling.
* Listening Music
* Playing cricket
* Cooking
 |  I have a vision to be on a job where I could be shouldering a responsibility with passion and exemplary dedication, Vigorous thinking and boundless curiosity and set levels and standards that exceed expectations, include using my knowledge and skills in job that offer. |
| **Educational Background** |
| * **MBA (HR-MARKETING) 2015**Mahathma Gandhi university, (Carmel College of Engineering) (**70%**)
* **Master of commerce (2016)** Madras University.

(Correspondence) (60%)* **Bachelor of Commerce-B.Com (2013):**M.M**.**N.S.S College, Konni, Mahatma Gandhi University (**60%**)
* **Higher Secondary Education-Science (2009):** Mount, Bethany higher secondary school Mylapra.(**70%**)
* **High School Education (2007):**Mount Bethany higher secondary school Mylapra**. (87%)**
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| **Computer Skills** |
| * Proficient in Microsoft tools and internet.
* MS-Office Packages (Power Point, Excel, Word)
* Tally
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| **Work Experience** |
| **SL** | **Industry** | **Firm** | **Designation**  | **Department** | **Period** | **Address** |
| 1 |  Supermarket, Textile and foot care production | EMKE Group (Sister concern of LULU Group) | Asst. Manager | HR & Operations | 26/08-2016 to Still Working | Thrissur |
| 2 | Automobile | Autobahn Trucking Corporation Pvt Ltd. (Dealers of Bharat Benz &Mercedes Benz Trucks) | Branch In-Charge | Operations &HR | 10/03/2015 to 25/08/2016 | 16th Milestone, Melethonnackal Attingal P. O.Trivandrum |
| 3. | Insurance | ICICI Prudential | Field officer | Insurance  | 20/3/2012 to 15/4/2014 | Pathanamthitta |
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| **Area of Experience** |
| * Analyzing the requirement of organization.
* Analyze the quality people and contact them through phone, Email.
* Conducting Campus recruitments.
* Maintain the existing employees and take the feedback from them.
* Make the coordination with various departments
* Purchase Management and Budgeting.
* Train the new employees and providing safety training and safety precaution instructions.
* Operations and Management (Analyzing and coordinating the Retail operations of firm).
* Investigating and providing guidance on employee relations issues through progressive disciplinary process.
* Identifying vacancies, post open job; screen, interview, and match applicant with open positions, background and reference checks, extend offer and employee on-boarding
* Keep current with employment law and HR regulations to ensure regulatory compliance.
* Monitoring the retail operations team (Sales).

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| **Career Profile** |  |
| * Efficient in interviewing and assessing the people.
* Expert in recruiting the people according to the company policy.
* Proficient in giving valuable decision and taking the feedback from the employees
* Expert in taking the order from the seniors and giving the valuable suggestions
* Experienced in Payroll Management.
* Experienced in Administration and Marketing.
* Expert in Operations and Management.
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| **Trainings Attended related to HRM** |
| 1. Fire & safety training. (**certified by Factories and Boilers department of Kerala Government**)2. NLP Training.3. HRBP Training.4. PMS Training. |
| **Declaration** |
|  I hereby declare that the above furnished details & information is true to the best of my knowledge. |
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| **Place: Sharjah** |  |
| **Date : 21/04/2017** | **SHERIN**  |