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|  | | | | **SHERIN**  [Sherin.363295@2freemail.com](mailto:Sherin.363295@2freemail.com) | | | sherin (2) | | |
| **Personal Details** | | | | **Objective** | | | | | |
| Nationality : Indian  Date of Birth : 08/07/1990  Age : 26  Religion : 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%)** | | | | | |
| **Computer Skills** | | | | | |
| * Proficient in Microsoft tools and internet. * MS-Office Packages (Power Point, Excel, Word) * Tally | | | | | |
| **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).  |  |  | | --- | --- | | **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. | | | | | | | | | | | |
| **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** | | | | | | |