**POORNIMA**

**POORNIMA.366208@2freemail.com**

# CAREER OBJECTIVE

To seek a challenging and rewarding position in a professionally managed and a well-established organization where I can make a meaningful contribution in the field of Human Resource Management and achieve personal growth in synergy with organizational growth.

**BRIEF OVERVIEW**

* A hardworking go-getter with abilities to accept challenges and deliver results.
* Excellent communication, interpersonal, learning and people management skills.
* Capable of working effectively under pressure and with teams.
* Achievement oriented with zeal to learn and perform consistently.

# WORK EXPERIENCE

**Alanqaa Event Organizers LLC**

**Designation: Hr. & Client Relationship Admin**

**Duration – Dec 2015 – Mar 2017**

**HR Job functions:**

* Responsible for Screening, Interviewing and testing applicants, notifying existing staff of internal opportunities, maintaining personnel records, obtaining temporary staff from agencies.
* Maintaining CV, database and presenting job openings on the group portals for any new position arise from the group of companies, managing the employee database and sharing in the social networks for closing the position.
* Responsible for new staffs joining formalities right from the orientation until the desk allocation, email access and other company related documents processing for their easy settling down.
* Coordinating with the PRO for the existing and new employee joining and renewal formalities.
* Analyzing training needs to design employee development and recommend training as per the business need and requirements.
* Handling staff queries on all HR functions, responsible for smooth operation during staff termination and redundancy.
* Assisting the HR department on all aspects and submitting reports to the management as and when the queries are requested.
* Coordination and responsible for event management. Performs administrative and office support activities for multiple supervisors. Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.

**Admin Job Functions:**

* Providing secretarial support by entering, formatting and printing information, organizing work, answering the telephone, relaying messages, maintaining equipment and supplies.
* Act as first point of contact internally and externally for the management, filtering and directing communications and enquiries as appropriate. Responsible for coordination works for special projects and all other administrative function as necessary.
* Responsible for the office admin activities right from the pantry till the maintenance of every individual employee office desk / office materials recording the items. In charge of filling, awareness of extensive software skills.
* Manage all travels and visa requests, maintain contract with travel agency to ensure flawless organization and action of business trips.
* Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
* Responsible for maintaining budgets of Admin and HR.

**Al Mayar Trading Company**

**Designation: Hr & Admin Asst**

**Duration: April 2015 to May 2016**

 Description - Handled the ISO process by supporting the HR department (from Filing till follow ups

and all HR modules)

**Contempo Technologies Pvt Ltd (Search Engine Genie), Chennai, India.**

**Designation: HR Executive**

**Duration – Feb 2012 to March 2014**

* Frame clear and easily implementable company policies to encourage & develop a motivated team to meet business requirements.
* Progress the collective knowledge of company laws and legislation for an effective HR plan that is ranged to business plan and overall organization people agenda.
* Accomplish manpower planning and budgeting to have a clear understanding for recruitment assignments.
* Act as a business partner and provide a methodical status to the team head to help them have a pulse of their team.
* Provide employee development and counseling assistance to team members to enhance employee performance and productivity.
* Maintaining the updated employee relevant details and information for ease of reference (both on-line and physical copies of the records)

# PROFESSIONAL QUALIFICATION

# Post-Graduation in MCA [75.2%] from Ramakrishna Engineering College, Coimbatore. Tamil Nadu, India (2009 - 2012 batch)

# ACADEMIC QUALIFICATION

**Graduation – BCA [72%],** from Sri Krishna Arts and Science College, Coimbatore, Tamil Nadu, India.

**High School [68.5%]** - St. Joseph’s Matriculation High School, Coimbatore, Tamil Nadu, India.

**Higher Secondary [68.08%]** - St. Joseph’s Matriculation High School, Coimbatore, Tamil Nadu, India.

# CO-CURRICULAR ACTIVITIES

* Involved on National conferences and seminars, paper presentations about IT systems.
* Appeared on an implant training about the latest technologies such as Cloud computing, Webpage designing, OOPS, PHP.
* Had been an active member of cultural coordination committee since schooling
* Helped as a Placement Coordinator and trainer during my under-graduation.

# PERSONALITY PROFILE

* Time management and planning skills
* Ability to multi-task
* Strategic and Tactical Planner
* Reliable and hardworking
* Structured and organized

# PERSONAL DETAILS

Date of Birth : 04.12.1988

Languages Known : Tamil, English, Malayalam, Telugu.

Interests : Traveling, music, interacting with people, reading.

Marital Status : Married

**Declaration**

I hereby declare that the above furnished particulars are true to the best of my knowledge and belief.