# *Maral.366850@2freemail.com*

# Personal Information

***Name*** *Maral*

A Post Graduate in MA with 2 years of Administrative assistant and 1 year of HR specially in

## Profile

Recruitment, training, staffing and Head hunting. Seeking a challenging job to deliver best of my skills and make best use of my efforts in gaining experience.

# Education

## 2006 - 2007

***2008 - 2009***

***2012 - 2015***

***2015 - 2017***

***Stratford College in London***

English Language course

## Kings Institute In London

Advanced English Language

## Symbiosis College of Arts and Commerce in India

BA in Economics

## University of Pune in India

MA in Economics

# Experience

## 09.2006 - 10.2009

***01.2010 - 03.2012***

***10.2013 - 02.2014***

***05.2015 - 09.2016***

***IBIS Hotel***

Housekeeping Supervisor

*Responsibilities:Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness. Investigates complaints regarding housekeeping service and equipment, and takes corrective action.*

## Hyundai engineering & construction company in Turkmenistan

Administrative Assistant

*Responsibilities: fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing.*

## University of Pune

Festival Coordinator

*Responsibilities: organize , communicate effectively ,promote and coordinate all activities of International Youth Festival.*

## Hyundai Engineering & Construction company in Turkmenistan

HR assistant

*Understanding client requirements and deciding on the recruitment strategy.*

*Organizing employee engagement programs, employee safety, welfare, wellness and health programs.*

*Recruitment, hiring and employee relations in departments.*

# Skills Personality

 Good communication - written and oral skills

 Excellent conceptual and analytical skills

 Effective interpersonal skills

 Ability to work in a team 

as well as individual

 Training and development

Exceptional presentation and interpersonal skills

# Languages

British English  Russian

Turkish  Turkmen

# Software skills

Word  Powerpoint 

# Hobbies

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Tennis

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Travel

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Fashion