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| C:\Users\robin123\Downloads\Robin.jpg  **ROBIN**  **(Total Experience:**  **Five Year’s)**      **Personal Details**  DOB : 19-08-1989  Place of Birth : Adoor  Sex : Male  Nationality : Indian  Marital Status : Married  Languages : English, Hindi,  Malayalam | CURRICULUM VITAE  [**ROBIN.367717@2freemail.com**](mailto:ROBIN.367717@2freemail.com)    CAREER OBJECTIVE  Seeking a challenging position in a reputed organization that can provide me, an opportunity to prove my creativity and combine my skills and talents with my president desire for knowledge and experience.  QUALIFICATION  **Post Graduate (M B A in HR and Finance) from M.G University, Kerala.**   |  |  |  |  | | --- | --- | --- | --- | | **Course** | **University** | **Year** | **Percentage** | | **MBA** | **M G University** | **2015** | **60 %** | | **MCITP** | **Time networking Adoor** | **2013** | **60 %** | | **B S C** | **Kerala** | **2010** | **62 %** | | **Plus Two** | **Board of Higher Secondary Exams** | **2007** | **65 %** | | **SSLC** | **Kerala state Board** | **2005** | **70%** | |

PERSONAL SKILLS

Trustworthy, ethical and committed to the organization, Confident and poised in interaction with individuals at all levels. Other capabilities include.

* Quick at learning new concepts.
* Excellent leadership qualities.
* Displaying initiative and ability to work as a part of a team and independently.
* Self confident, ambitious and energetic.

TECHNICAL PROFICIENCY

**PC Supporting**: Handling branded PCs and Assembled PCs, Troubleshooting.

**Network Printing**: Configuring Internet Connection Sharing.

**MSOffice:** word, PowerPoint, Excel.

**Operating Systems:** All Microsoft product Operating System.

WORK EXPERIENCE

* **Worked as a Assistant Manager in Nugum AL-Ingas Trading Company Al-Khobar Saudi Arabia, from October 2010 to December 2012.**

**Job responsibilities**

* Admin Help Desk co ordination..
* Transport co-ordination and billing.
* Internal event management.
* Stock verification and audit.
* Issue of Access and ID cards.
* Invoice verification and obtaining approvals.
* Orientation training of new recruits
* Conducted training sessions and workshops to improve the workforce and productivity of the firm.
* Supported manager in performing management functions such as staffing, training and expanding business plans
* Handled all queries and client feedback in a professional manner
* **Worked as a HR Executive in Sams Logistics Chennai, form February 2013 to December 2016**

**Job responsibilities**

* Answering employee questions
* Creating and distributing documents
* Providing customer service to organizational employees
* Maintaining computer system by updating and entering data
* Setting appointments and arranging meetings.
* Ensuring timely initiation and proper compliance of statutory requirements under various labor laws.
* Displaying the specified statutory notices in accordance with labour laws and updating them, as and when required
* Installing and operating the internal systems of the company in relation to attendance recording, overtime work, wages records, statutory deductions and any other specified matters

PROJECT ASSIGNMENTS

* A study on Employee Welfare at Prabhuram Mills Kotta Chenganoor.(MBA)
* An organizational study in KWA PROJECT DIVISION Adoor.(MBA)
* A Project Report on Password Based Security Access Control System at KELTRON Trivandrum(Degree)

DECLARATION

I, Robin do hereby declare that the above furnished information is true to the best of my knowledge.