*Dear Hiring Team,*

*I am writing to enquire if you have HR vacancies in your company. I enclose my CV for your information.*

*I consider myself to be a dedicated and dependable individual who possesses excellent verbal and written communication skills. I feel that a relationship with your company would be mutually beneficial, as my educational background, HR experience, and qualifications would make me a perfect fit for your Human Resources position, and would also allow me to refine my skills in a new working environment.*

*In closing, I would like to thank you for your time and attention, and I hope to have the chance to discuss the opening with you in person. I would be grateful if you would keep my CV on file for any future possibilities.*

***I will be available for job interviews in Dubai***

**SOMY**

[**SOMY.370935@2freemail.com**](mailto:SOMY.370935@2freemail.com)

**CAREER OBJECTIVE**

Obtain a challenging position that will expand my experience and leadership skills as an HR professional.

**PROFESSIONAL STRENGTHS**

* Ability to perform tasks as per the policies and procedures of the organization
* Possess good management and supervisory skills
* Possess excellent communication skills
* Possess quick decision making and problem solving skills
* Ability to develop and maintain good relationship with staff
* Increasing employee retention by rigorously maintaining a positive work environment
* Developing targeted outreach recruitment programs to recruit the best talent and meet all departmental hiring requirements
* Creating user-friendly application forms and questionnaires to be used by the organization during staff recruitment and interviewing.
* Answered multiple phone lines, greeted candidates
* Reviewed applications and paperwork/collected all necessary documents
* Conducted employment verification, reference checks, criminal backgrounds,
* Screened resumes, scheduled and conducted interviews, composed Congratulatory Letters
* Payroll/Invoicing/Bank Deposits/Accounts Payable
* post jobs on website

**PROFILE SUMMARY**

• One Year experience in Human Resource Management with key organizations.

• Major Experience in Salary preparation, recruitment, and employee relation activities such as maintaining employee file, leave records, organizing group events both outdoor indoor and get to gather for employees

**WORK EXPERIENCE**

**Company Name**: Tutor Comp InfoTech (I) Pvt Ltd, Infopark, Kakkanad, Cochin, Kerala.

**Designation:**HR Generalist Executive

**Duration**: Since December 2016 –June 2017

**Key Responsibilities Handled**

* Analyse the needs of the organization in terms of manpower.
* Make a proper plan to fulfil the need of organization.
* Fill the post of organizations by the recruitment drive.
* Understand the improving areas of organization by taking feedback timely.
* Make the coordination with the accounts department.
* Payroll Management.
* Responsible for employee relations.
* Performance appraisal.
* Attendance and leave management.
* Organizing events and other rewards activities.
* Represented Tutorcomp at local job fairs
* Screened resumes, scheduled and conducted interviews,
* Answered multiple phone lines, greeted candidates
* Recruited and interviewed candidates
* Salary Preparation Based On Employee Attendance

**Company Name:** Maverick Solutions, Bangalore, India

**Designation:** HR Intern

**Duration**: July 2016 - December 2016

**Key Responsibilities Handled:**

* Handling Recruitment, sourcing, screening, arranging interviews.
* Handling Joining formalities, Induction and on boarding formalities for new appointments.
* Support in handling Performance Management activity
* Support in Relieving procedure, Exit interview, Attrition control.
* Provided wide range of administrative support to the HR department
* Processed new hire, employee changes and terminations paperwork
* Updated and maintained organizational charts
* Coordinated staff recruitment and interviews
* Conducted background checks on job candidates
* Corresponded with candidates
* Planned and conducted staff orientation
* Scheduled staff training
* Assisted with administration of employee benefits plan
* Updated and maintained employee manuals
* Administered, updated and managed HR database
* Handled general HR queries

**ACADEMIC QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **EXAM PASSED** | **YEAR OF PASSING** | **BOARD/UNIVERSITY** | **RESULT**  **CLASSIFICATION** |
| MBA(HR& Marketing) | 2016 | Bangalore University | First class |
| BBM(HR) | 2014 | Bharathiar University | First class |
| PUC(Commerce) | 2011 | Karnataka State Board | First class |
| SSLC | 2008 | Karnataka State Board | First class |

**Internship & Project works undertaken:**

* Summer internship programme: **A study on evaluating the quality of work life, Maverick Solutions, Bangalore**
* Project work: **A study on converting waste into cooking gas better India better**

**House Hold**

**Linguistics Skills**

|  |  |  |  |
| --- | --- | --- | --- |
| **Languages** | **Read** | **Write** | **Speak** |
| **Hindi** |  |  |  |
| **English** |  |  |  |
| **Tamil** |  |  |  |
| **Kannada** |  |  |  |
| **Telegu** |  |  |  |
| **Malayalam** |  |  |  |

**Personal Details:**

**Marital Status: Single**

**DOB: 28-06-1992**

**DECLARATION**

I do here by confirm that the information given in this form is true to do the best of my knowledge and belief.