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**SHARON**

**SHARON.371828@2freemail.com**

**CAREER OBJECTIVE**

Seeking a responsible and challenging position in a growth oriented progressive institution where my Knowledge, Experience and Skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth.

**PROFESSIONAL ASSOCIATION**

**Mangalore International Travels, Mangalore April 2016 – May 2017**

**Designation – Human Resource Officer (Part-Time)**

* Keeping track of employee information such as employee name, address, job title.
* Keeping track of employee benefits such as end of service benefits, retirement and insurance plans.
* Administering payroll and maintaining employee records
* Performance monitoring and employee counseling
* Negotiating with staff relating to pay and conditions
* Prepare, develop and implement procedures and policies on staff recruitment
* Provide advice and assistance to supervisors on staff recruitment
* Prepare notices and advertisements for vacant staff positions
* Schedule and organize interviews
* Participate in applicant interviews
* Conduct reference checks on possible candidates
* Undertaking regular salary reviews
* Organize staff training sessions
* Provide staff orientations
* Monitor daily attendance

**EDUCATION**

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| **Course** | **Name of the Institution** | **Percentage marks****(%)** | **Year of passing** |
| M.H.R.D  | Alva’s College | 79.43 | 2016-2017 |
| Graduation in B.B.M. | St. Agnes College | 67.82 | 2013-2015 |
| Pre-university(PCMS) | St. Agnes College | 63.83 | 2012-2014 |
| S.S.L.C | St. Agnes School | 74.88 | 2010-2011 |

**EDUCATIONAL ACHIEVEMENTS**

* Achieved 1st Rank in Mangalore University in (MHRD) Masters in Human Resource Development for the year 2016 and 2017.
* Awarded prize in Proficiency for the Academic Year 2016-2017.

**ADDITIONAL QUALIFICATION**

* Payroll Administration Certificate Course – Alva’s College
* MS Office (MS Word, MS Excel, MS Power Point, Internet) – Manipal Institution of Computer Education.

**EXTRA-CURRICULAR ACTIVITIES**

* Project work at Hotel Moti Mahal, Mangalore on Employee Motivation
* Conducted various training programs as a Trainer at various colleges
* Participated in Practical HR Competency Workshop organized by Fortune Ahead Consultancy
* Participated in the three day National Conference on rural entrepreneurship at Alvas College
* Participated at Insignia 2016, a one day inter-collegiate District level youth leadership development Program held at Rotary Bhavan, Mangalore.
* Participated in the Inter-collegiate The Hindu Debate Competition held at Alva’s education Foundation
* Participated in Training Program on ‘Personality Development’ at Sri. Davala College

**CORE LEADERSHIP SKILLS AND COMPETENCES**

* Basic Knowledge of UAE HR Law
* Excellent communication and listening skills.
* The ability to analyze and research.
* Accuracy and attention to detail.
* Administration of employee benefits.
* Time management skills.

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| DECLARATION: |

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