

**JIKKU**

**Personal Data:**

Date of Birth: 27/10/1987

Age: 29

Sex: Male

Nationality: Indian

Marital Status: Married

Driving License : Pursuing

**DEIRA DUBAI**

**Objective**



Building a long term career in Administration & Human Resource sector so that I can contribute to the best of my ability and creative skill in this globally competitive environment.



**Education**



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| --- | --- | --- | --- | --- |
| **QUALIFICATION** | **SCHOOL/COLLEGE** | **YEAR OF** | **BOARD /** | **PERCENTAGE** |
|  |  | **PASSING** | **UNIVERSITY** |  |

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| --- | --- | --- | --- | --- |
| MBA | Saintgits Institute of |  |  |  |
|  | Management | 2011 | MG university | 67% |
|  | Kottayam, Kerala |  |  |  |
|  |  |  |  |  |
| BBA | B.P.C. College, | 2009 | MG University | 67% |
|  | Ernakulam, Kerala |  |  |  |
|  |  |  |  |  |
| HIGHER | St. Mary’s Public School, |  |  |  |
| SECONDARY | Ernakulam, Kerala | 2006 | Central Board | 71% |
|  |  |  |  |  |
| SECONDARY | St. Mary’s Public School, |  |  |  |
|  | Ernakulam, Kerala | 2004 | Central Board | 69% |
|  |  |  |  |  |



**Additional Qualifications\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**JIKKU**

REPSI (Ramanathans Effective Public Speaking Institute) Certificate. ERP – SAP

Diploma in multimedia

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|  | Diploma in Video editing |  |
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|  |  |
| **E-Mail**: |  |  |
| Jikku.374092@2freemail.com  |  |  |
|  |  |  |
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**Working Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Zener Steward Electromechanical LLC, Dubai** (September 2013 till Present)Company was established in the UAE in 1993 and offers complement of MEP Systems

Working as HR & Admin Executive.

**Bajaj Finserv Lending, India** ( June 2011 to Sept 2013 )

Worked as Assistant Manager.



**Duties and Responsibilities**



Maintaining MIS.

Maintaining Employees Leave Records.

Monitoring – Hr & Admin Dept Activities. Employees Payroll Process.

Monitoring Camp & Transportation Dept. Manage office supplies stock

Monitoring & Controlling Over Head - Expense & Purchase. Coordinating Department Activities.

Supervise and manage all day-to-day office administrative activities Handling - Employees Recruitment & Onboard Process.

Project Manpower – Planning, Allocation, Coordination & Monitoring Procuring Labours from Labour Supply- based on Project requirement. Employees – Relationship, Resolving Employees Grievance.

Managing Appraisal process across levels with the dept. Managers/head. Company Petty Cash Handling.



**Major Achievement**

**Got promoted as Hr & Admin Executive after 1 year from Operation Support based on**

**Outstanding Performance**

**Won 2nd Prize in Pan India level for Extended Warranty Contest.**



**Academic Projects Done**



Organization study at **KITEX LTD** from 1th to 28th November 2010.

On the job training at **FUTURE VALUE RETAIL LTD** (Big Bazaar ), Calicut

Organization study at **SUN HOME PRODUCT (P) LTD** from 21st Dec 2009 to 4th January 2010

Organization study at **ANNA ALUMINIUM COMPANY (P) LTD** from 15th Dec 2008 to 15th Jan 2009

**Co-Curricular Activities**



Head of culture club in Saintgits Institute of Management.

Developed videos for various events- SIMTHESIS, NCFB, and ALUMNI. Stage Committee member for Management Fest - SIMTHESIS

Member of Tram club, Kottayam.

Member of Saintgits-Duquesne academic program 2010 – Sustainability & microfinance project. First price in documentary presentation in district level CBSE competition.

Won Second prize in Marshal arts (karata) in kolenchary regional, Ernakulum 2006 Participated in state level 800 m Athletic meet during 2003,2004,2005 and 2006

School sports champion from 2003 to 2006



**Technical Skills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Programming language : Visual Basic

Tools : MS Office

Operating System : Windows 7, Windows 8 & Windows 10

HR Software : Critix & PMS



**Languages Known\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

English, Malayalam, Hindi & Tamil.



**Hobbies**

Playing cricket, Listening music

**DECLARATION**

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

PLACE : DUBAI JIKKU JOHN

SIGNATURE