**Bevinda**

Education: Masters in Business Administration-Human Resources

 Kohinoor Business School Mumbai, India. (2017)

Date of Birth: September 18th 199

E mail: bevinda.374663@2freemail.com

**Executive Synopsis**

* **Profile**: Highly vigilant and creative professional with a desire to learn and contribute to the company’s overall performance while achieving personnel and business challenges.
* **Objective**: To be a part of company that indulges professional growth which provides challenging & rewarding career while allowing me to utilize my knowledge and skills.

**Career History**

**RESORT RIO, GOA INDIA. (Internship)**

**Human Resources Dept, (August 25th-October 26th 2017)**

**Key Responsibility:**

* Assisted in day to day functioning of the department
* Handling employee queries
* Documentation of files
* Drafting of letters
* Assisted with the departmental appraisals
* Conducting welfare activities

 **TAJ MAHAL PALACE HOTEL, MUMBAI. (Internship)**

 **Training & Development Department (April 15th – June 21st, 2016)**

**Key Responsibility:**

* Assisted in day to day functioning of the department
* Updating of various trainings held to the employees
* Assisted with the departmental appraisals gathering a deeper understanding of employee rewards, recognition and practices taken up to achieve employee satisfaction.

**DELTIN SUITES HOTEL (GAMING & HOSPITALITY) GOA INDIA.(Internship)**

**Human Resources Dept, (April 15th-June 15th 2014)**

 **Key Responsibility:**

* Assisted in day to day functioning of department
* Assisted in team building activities
* Drafting of letters

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Bevinda

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**Computer Skills**

* Fluent in Microsoft office

**Projects Involvement**

**TAJ MAHAL PALACE, MUMBAI INDIA.**

* Undertaken a Research Project Named Training Needs Analysis-

Detail study on the processes and the trainings provided to the employees for the organizational growth

**SMART LINK NETWORK SYSTEMS LTD.GOA INDIA**

* Conducted an inter-departmental study in order to gain a deeper understanding into the systems and processes that go into handling the various departments in the organization

**Key Skills**

* Able to handle and operate under pressure.
* Adaptable & responsible.
* Proven initiative & ability to work with minimal supervision.
* Fast Learner and dedicated in delivering team success.

**Hobbies / Pastimes**

* Carrom
* Table tennis

**Interests**

* Reading
* Travelling
* Craft
* Painting
* Music

**Personal Information**

* Nationality: Indian
* Languages: English, Hindi, Konkani & Marathi
* Visa Status: Visit visa till 4th February
* References: Available