***ROSMY***

***ROSMY.374990@2freemail.com***

**MBA (Human Resource Management and Finance)**

To join a growing organization that offers challenges and opportunities to grow with the company, where goals and objectives are clearly established and tools to reach such goals are provided.



***Date of Birth:***

13-09-1993

***Passport No:***

Expires on 14-9-2027

***Education***

**2014-2016 *- Mahatma Gandhi University Kottayam, Kerala, India***

* Master’s degree in Business Administration
* Specialized in Human Resource Management and Finance
* College topper
* Best outgoing student
* First class with 73%

***2011-2014 - University of Calicut***

* Bachelor’s degree in business Administration
* Specialized in Financial Management
* Successfully completed with 84%

***Experience***

***2017 Jan to 2017 Sep***

***Executive Store (Administration and Sales Support)***

Worked in Marikar Motors Ltd. Kerala’s first automobile dealers, I worked with their Royal Enfield Bullet Parts Division as ‘Executive store’ with 9 months experience in handling administration of warehouse activities, tracking and recording inbound and outbound movements of consignments. Handling some areas of HR activities; helps in recruitment, selection, and training. Performance appraisal, monitoring attendance and absenteeism of employees

***Responsibilities:***

* Preparing reports of warehouse activities
* Managing inbound and outbound activities
* Monitoring and reporting employee’s attendance and absenteeism
* Prepare and submit performance apprais to divisional manager

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***Strengths and Skills:***

Good in Microsoft office tools

* Ability to deal with people at all levels
* Ability to work independently or as part of a team
* Leadership skills and ability to motivate
* Confident, sincere and hardworking personality
* A good level of patience
* Good level of listening and observation skills

***Areas of Interest***

Human resource management, training and development, banking and finance and marketing

***Pre – Organizational Experience***

* One month project work in HR department on the topic “level of motivation among employees” at Spinner pipes PVT LTD Thrissur

●One month organizational study at Vaidyaratnam Oushadhasala PVT LTD Thrissur

●Two months project work in HR department on the topic “effect of motivation on employee’s job performance” at Manjilas Food Tech PVT LTD Thrissur

***Languages Known***

1. English
2. Hindi
3. Malayalam
4. Tamil



***Declaration***

I hereby declare that all the information mentioned above is true to the best of my knowledge and belief.

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