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| **Prasitha (MBA)****Human Resource & Administration Professional****Mobile :** Whatsapp +971504753686 / +919979971283 **E-mail :** prasitha.376028@2freemail.com  |  |
| MBA qualified professional with practical 8 years industry work experience and well demonstrated competencies in HR Administration, Personnel Management, Recruitment and other HR related functions. Adept in devising and implementing sound HR strategies whilst improving internal processes and procedures having good background with hospitality administrative operations. Possess good communication, inter personal and analytical skills. Proficient with the use of latest computer applications and internet research or common database applications. Seeks a more ambitious and challenging role to utilize acquired expertise and market know-how within hospitality industry.  |
| **Strengths** |
| * Recruitment & Selection experience
 | * Labour market study & research skills
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| * Personnel development engagement activities
 | * Well versed with HR Policy Manual
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| * Performed very well under work pressure
 | * Good command over administration
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| * Tact to deal with individuals at all levels
* Handled Cambridge exam procedure
 | * Available immediately (On visit Visa)
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| **Educational Background** |
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| **Master of Business Administration**  | **2008** |
| Institute of Chartered Financial Analyst of India, (ICFAI)Hyderabad, India |  |
| **Bachelor of Hotel Management Catering Technology**Shri Shakti College of Hotel Management, Hyderabad, India | **2005** |
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| Experience Snapshot**Sales and administration Manager** Jan 2017 – Till date Karvi landscaping services **School resource office/Cambridge examination officer** Sharjah Public School May 2012 – Dec 2016 |
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| **Assistant to the examination officer**DRS International school ,Hyderabad, India**HR Officer**Techdemocracy, Hyderabad, India  | Feb 2011 –July 2011Jan 2010 – Nov 2010 |
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| **Admin & HR Executive**CAP Foundation , Hyderabad, India  | Jan 2008 – Jan 2010 |
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| **Housekeeping Supervisor**Novotel Accor Group of Hotels, Hyderabad, India  | 11 Months  |
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| **Areas of Expertise****Human Resource*** Serve as point of contact for both employees and management on all personnel matters and fulfill human resource policies, programs and procedures.
* Assist the Human Resource Manager in the whole gamut of day to day HR activities.
* Knowledge in sourcing, recruitment, selection, employee relations, job evaluation, performance appraisal, training-development and HR policies & procedures.
* Identify and implement the most appropriate and effective route for staff.
* Prepare, plan and conduct social activities to enhance employee relation and retention.
* Maintain a cordial and effective working relationship with internal departments as well as government officials and other third parties dealing with the company.
* Create and uphold a dynamic and positive work environment to foster development opportunities and stimulate high performance among team members.
* Develop-maintain professional human resources system that meets top management needs.
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| **Administration*** Manage the routine hotel administration operations functions, assessment, procurement & co-ordination of hotel administration requirements including miscellaneous things.
* Prepare and handle corporate and confidential correspondence for the hotel.
* Provide an in-office support for the staff and respond to all incoming inquiries.
* Coordinate with Senior Executives and Manager on day-to-day work functioning.
* Prepare invoices, reports, memos, letters, statements and related documents.
* Sort and distribute incoming correspondence, including faxes, emails & mails.
* Maintain documents in organized manner, handle self-correspondence, and maintain hotel equipments; handle basic inventory and petty cash.
* Assisted in arranging and handling examination procedure
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| **Proven Job Role****School Resource officer/Cambridge Examination officer, Sharjah Public School****EXPERTICE IN*** Procurement
* Payroll
* Counseling students
* Employee Grievances
* Coordinating with the book vendors comparing the prices and issuing purchase order
* Preparing Salary for 200 Employees.
* Preparing attendance report from the attendance management software.
* Handling and executing the Cambridge examination process
* Maintaining records of students appearing for the Cambridge examination which includes (The application form, the statement of entry, the statement of marks and the final certificate from Cambridge)

**Assistant to the examination officer, DRS International school** * Assisted in arranging and handling examination procedure
* Assisted in making entries, preparing timetable which include date time venue no. of student, and dealing with queries.
* Involved in preparing organization and supervising examination in accordance with the regulation laid down by the examination board.
* Handled in processing of the enquires about result and distribution of certificate.

**HR Officer**, Tec democracyA leading global IT services, solutions and products company, working with clients in the areas that impact and redefine the core of their businesses.* Carrying out human resource related functions based on company’s set policies.
* In charge for preparing pay slip taking into account the necessary deductions.
* Organizing the requirements needed for the H1B visa procedure for the employees.
* Developing the company’s HR manual with an objective to foster relationship between employee and company management through imposing policies & procedures understood by both the parties.
* Setting up a recreation activity for staff development and boosting their employee morale.
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| **HR & Administration Officer**,CAP FoundationAn innovative public private partnership that demonstrate model to address poverty alleviation through linking learning and livelihood needs of working children and disadvantaged youth. * Played a lead role in the set up of Hotel Management College in liaison with the university.
* Handled catering services during training programs and outsourced as required.
* Established the home-made chocolate unit for the hospitality division.
* Organized and implemented training for the Facilitators at Employability Skill Division.
* Facilitated student mobilization for Employability Training Centers and Hotel Management College. Also, drove towards building tie-ups with various organizations for placement.
* Revised as appropriate the curriculum on different verticals of hospitality for E-learning.
* Sourced out vendors and built strong relation with them.
* Kept track on office records with keen eye on various registers such as stock, courier and stationery. Maintained brochures and ensured its effective distribution.
* Involved actively in planning and execution of all company events.
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| **Housekeeping Supervisor,** Novotel Accor Group of HotelsLocated in the main international destination that promotes the wellbeing of business and leisure travelers, with spacious rooms equipped for work and relaxation.* Supervised complete operations in the housekeeping department of the hotel.
* Suggested ideas in the creation of SOPs for the department and worked alongside other work units to ensure smooth work flow.
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| **IT Skills** |
| Adept with MS Office Suite (Word, Excel Access & PowerPoint), internet and e-mail applications |
| **Personal Details** |
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| Nationality | : | Indian |
| Date of Birth | : | 31st October 1983 |
| Marital Status | : | Married |
| Visa Status | : | Resident Visa |
| Languages | : | English, Hindi, Malayalam, Tamil, Telugu & French |

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