

**Ruxana**

**Email:** **ruxana.376384@2freemail.com**

**Objective**

To be a part of a dynamic and challenging organization that offers attractive growth opportunities where I could apply my knowledge and enhance my capabilities and skills for contributing to the growth of the organization.

**Professional Experience**

Worked as **Executive** **–** **Admin and HR** from **August 30, 2013** **–** **September 01, 2015** with **Reynex** **Software Private Limited**, Technopark, Thiruvananthapuram.

* Co-ordinating with candidates for interview & conducting telephonic interview before short listing candidates.
* Providing complete, accurate, and inspiring information to candidates about the company and position.
* Arranging for personal interview on short listing, having good co-ordination with the candidate arranging the final interview.
* Co-ordinating with the company and with candidates after company selects the candidate.
* Maintaining daily/weekly/monthly reports such as interview status reports, closure reports & feedback reports.
* Conducting induction for new joiners.

**Personal Skills**

* Able to analyze and solve problems
* Attention to details
* Quick learner and well organized
* Efficient in communicating well in written and verbal both.
* Ability to prioritize and remain focused on the essence of an issue.



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**Academic Qualification**

* **B.Tech (Biotechnology & Biochemical Engineering)** [University of Kerala]
	+ Mohandas College of Engineering & Technology, Trivandrum, Kerala, India (2006-2010)
* **12th** [CBSE]
	+ New Indian Model School, Dubai, UAE (2006)
* **10th** [Kerala State Board]
	+ New Indian Model School, Sharjah, UAE (2004)

**Computer Knowledge**

* Internet
* MS Office: Word, Power Point & Excel
* E-Mailing tools: MS Outlook, Yahoo and Google

**Academic Projects:**

* **Centre for Bioinformatics, Karyavattom Campus, Trivandrum**

Project on Protein Structure Prediction of Human HCV-Ns3 Protein using Homology q2qModelling

* **Travancore Titanium Products Limited, Trivandrum** Industrial Training

**Personal Details**

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| DOB | : | March 09, 1989 |
| Gender | : | Female |
| Marital Status | : | Married |
| Nationality | : | Indian |
| Languages Known | : | English, Malayalam and Hindi |
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| Visa Status | : | On Visit |

**Declaration**

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

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