**CURRICULAM VITAE**

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| **Priyanka**  Mobile: C/o 0504753686  [Priyanka.379123@2freemail.com](mailto:Priyanka.379123@2freemail.com) |  |

**Career Objective:**

***To effectively utilize the knowledge gained in HR field to demonstrate the acquired skills in professional way******to gain recognition & to contribute to the growth of the organization***.

**PROFILE:**

* Professionally qualified with Master of Business Administration in Human Resource (MBA) from India.
* Qualified with Bachelor of Business Administration (BBA) in India.
* Management with excellent computer skills.
* Meticulous approach to work with good organization skills.
* Multi-tasking, Hard Working and Sincere.
* Can handle multiple tasks effectively & very much flexible with time.
* Expert in handling people of diverse nationalities, and renowned for being an excellent team player.
* Confident and capable of working on own initiative under strict deadlines.
* Ability to adapt to new environments and grasp work quickly.
* Well organized, systems oriented & have a strong attention to details.
* Efficient, smart, reliable and hardworking.
* Can work under pressure and meet deadlines.
* Having knowledge in hiring effective and deserving staff.

**Professional Qualification**

Master in Business Administration (MBA) from Mount Zion College of Engineering (MZC), Pathanamthitta (Affiliated to Mahatma Gandhi University, Kerala).

**Specialization**

Human Resource Management & Marketing

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| **Name of Course** | **University/Board** | **Year of passing** | **percentage** |
| MBA- HR | Mahatma Gandhi University | 2013 | 67% |
| BBA | Mahatma Gandhi University | 2011 | 65% |
| H.S.E (Plus Two) | GHSS K S PURAM | 2006 | 67% |
| SSLC | GHSS K S PURAM | 2008 | 72% |

# WORK EXPERIENCE

1. **Office Administrator cum Accountant.**

**Future Institute Of Technology And Management, Karunagappally.**

2. **HR Executive**

**Hotpoint Energy Technologies Pvt Ltd**

**Industrial Training:**

* Done industrial Visit on Eastern, Munnar, Kerala.
* Done industrial Visit on Hindustan Newsprint Ltd, Kottayam, Kerala.
* Done industrial Visit on KMML Ltd, Chavara, Kollam.
* Organization Study at Kerafed, Trivandrum, Kerala.
* Project report on Welfare measures in Binani Zinc Ltd, Alwaye, Kerala.

**Computer Knowledge:**

* Internet.
* Familiar with Microsoft office.

**Personal Skills:**

* Hard working & Result Oriented
* Optimistic
* Honest & Reliable
* Down to Earth.

**Extra-Curricular Activities:**

* Organizing member in the event ARMAGEDDON 2K12 held at Mount Zion College, Kadammanitta.
* Participated and received prizes in college and school level competitions.

**Academic Project Details:**

**Title:** An Analytical Study on Performance Appraisal system at Coirfed Ltd Alleppy.

Team size : 1

Duration : 2 months

Software used : MS Word, MS Excel.

**Description:**

The aim of the study is to evaluate the effectiveness of performance appraisal methods provided by the company.

**Personal Details**

Name : Priyanka

Gender : Female

Age & Date of Birth : 27 years, 23-10-1990

Religion : Hindu

Marital Status : Married

Nationality : Indian

Languages known : English, Malayalam ,Tamil

**Declaration**

I hereby declare that all the details given above are true and valid to the best of my knowledge.

Date : 23/03/2018