

**Curriculum vitae**

**JOYCE**

DUBAI UAE

E-MAIL: joyce.380232@2freemail.com



**CAREER Objectives:**

To obtain a position as a Human Resources Executive that will utilize my experience, knowledge and skills to fulfill the needs , goals, vision and mission of the company

**Educational Background:**

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| MBA | : International Business School in Bharathiar University. |
| Bachelor’s Degree | : B. com Sri Y.N College in Nannaya University |
| Inter | : MEC Sri Surya Junior College |
| SSLC | : Mission High School |
| **Professional Experience:** |  |
| **❖** Company | : Corporate Ladders |
| **❖** Job Role | : Human Resource Executive |
| **❖** Period | : 0-1 year |
| **❖** Project | : Effectiveness of Recruitment |
| **❖** Location | : Marathahalli, Bangalore in India. |

**Skill summary:**

* Interpersonal and communication skills
* Office Administration Skills.
* Quick Adaptability to new technologies
* Quick learner

**TECHNICAL SKILLS:**

* Proficient with MS office
* Email, Social Media, and Blogging

**Interpersonal skills;**

* Confident and determined
* Ability to rapidly build relationship and set up trust.
* Ability to cope up with different situations.
* Flexibility, adaptability , grasping power
* Good communication skills.
* Leadership / interpersonal

**Awards / achievements:**

* Seminars
* Cultural activities.
* Debate
* Sports

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| **Personal details:** |  |  |
| Nationality | : | India |
| Date of Birth | : | 04/07/1995 |
| Gender | : | Female |
| Religion | : | Christian |
| Marital Status | : | Single |
| Visa Status | : | Visit Visa |
| Language Known | : | English ,Hindi and Telugu |

**Strengths:**

* Dedication to work and strive for goal in life.
* Self – Confidence and interested to learning more.
* Good team player skills , ability to withstand pressure
* Leadership and decision making capabilities.
* Flexible to work in different environments.
* Good oral, written communication and presentation skills,

**Declaration:**

I hereby declare that the above mentioned statement is correct 7 true to the best of my knowledge and belief

**​JOYCE**