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|  |  |  |  | **vimi**  **CAREER OBJECTIVE**  To become associated with a company where I can utilize my skills and  knowledge and to further develop these skills in a practical and fast paced environment while enhancing the company's productivity and reputation. |
| cONTACT PHONE: **+971504753686**  EMAIL: [**vimi-399595@2freemail.com**](mailto:vimi-399595@2freemail.com)  Visa status : Visit visa  **AREA OF INTEREST**  Human Resource Management  Client Relationship Management  Business Development  Marketing & Advertising  Supply Chain Management  Logistic management  **PERSONAL SKILLS**  Communication & Interpersonal skills  Positive Team player and a Self Starter  Ability to multi task and meet deadlines  Critical Thinking & Analytical Skills  Time Management  Sound decision making  **LANGUAGES**  English, Malayalam, Tamil, Hindi  **TECHNICAL SKILLS**  MS Office Package  Social Media& browsing  **PERSONAL FACTS**  DOB: June 25, 1993  Marital Status: Single  Nationality: Indian  Hobbies: Travelling, Reading, Craft |  |  |  | experince **Currently working as HR EXECUTIVE in KERALA**   * Designing hiring plan for Company of seasonal needs * Maintain training attendance records * Maintain confidentiality and security of employee records, files and information.   **3 Months Experience as COORDINATOR at Astora international LLC MUSCAT OMAN**   * Assisting in the recruitment and interview process * Rearrange the working schedule of employees * Mail Corresponding * Manage employee database and document   **1 Year experience as HR & ADMINTRATOR at Kart plus Ecom LLP KERALA**   * Customer relationship * Organizing, arranging, and coordinating meetings * Mail Corresponding * Maintaining a clean and enjoyable working environment * Handling external and internal communication * Upload files to the Social network’s sites such as Amazon, Myntra, Flipkart, Indiamart  EDUCATION **MBA (HUMAN RESOURCE AND OPERATIONS)**  HAPPY VALLEY BUSINESS SCHOOL, Coimbatore  ANNA University, 2017-2019  69%  **BA**  **FUNCTIONAL ENGLISH**  Sreekrishna College Guruvayoor, Thrissur, Kerala  CALICUT University, 2014-2017  70%  **PROJECT 2018 to 2019**  MBA Operations  Topic: A Study on The Performance Analysis of a Logistic Firm GLOBEWAYS LOGISTICS Pvt.ltd, Cochin  **SUMMER INTERNSHIP**  MBA Human Resources  Topic: An Organizational Study at HOTEL POORAM INTERNATIONAL Thrissur, Kerala  **PROJECT 2017 Feb**  **B A FUNCTIONAL ENGLISH**  Topic: Translation Studies of a book called “KALPANDHAM” by M.T VASUDEVAN NAIR  **ACHIEVEMENTS & AWARDS**   * Certificate for best coordinator of CSR Activity [College level] * Certificate for 1st price in western Music [college level]   **ACTIVITIES**   * Attended Industrial Visit Malaysia for 6 days as Part of Management Study. * Appreciation for Volunteering “Dzone 2K16”National level intercollegiate fest conducted by Sreekrishna college Guruvayoor |